

Attachment 1 to Springville Chamber of Commerce Bylaws

Job Duties for Executive Board Members

General Terms:

- Duties may be reassigned or shared by additional board members upon majority vote of Board, but ultimately the responsibility for completion shall still remain with the board member assigned with the duty in these Bylaws.
- Duties may be revised in these Bylaws by a quorum of a 2/3 majority vote.
- A Leave of Absence as voted within the terms of the general Bylaws is considered to include these duties.

All Executive Board Members shall have the following Duties:

- Attend all monthly and special Executive Board meetings
- Participate as needed to ensure the success of the annual fundraiser.
- Attend all other chamber events to the best of his/her ability.
- Work to ensure the objectives of the Chamber are achieved.

Specific Executive Board Duties shall be:

- President
 - Draft the agenda for all board meetings
 - Prepare a budget by January 1 for each year
 - Run all board meetings
 - Ensure that all chamber business is completed.
 - Ensure that the chamber remains in good financial, legal and public standing. President may rely on board members, but ultimately the President is responsible.
 - Oversee at least one chamber event per year such as a networking event, business seminar, etc. If there is no project chair for the annual fundraiser, the fundraiser may be the President's event.
 - Hold one key for the Chamber post office box and one key for the Chamber storage unit and/or office.
 - Schedule and oversee an annual Board Training or Board Retreat event.
- Vice-President

- ~~Be the safety valve~~ Serve as proxy for any board member, including the president. If any board member is absent or unable to complete his or her duties, the Vice President may be assigned ~~is expected to fulfill~~ those duties as is reasonably possible until a replacement is found or duties can be divided among all remaining board members.

- ~~Assist with the President's event.~~

- Hold one key for the Chamber storage unit and/or office.

- Membership Chair

- ~~Prepare and mail all letters to solicit renewal for membership dues no later than January 15.~~

- ~~Obtain and mail to members certificates of membership after dues are received.~~

~~Maintain a file of all members current in membership dues that includes:~~

- ~~Member name and the name of a contact person~~

- ~~Member address, phone number and email~~

- ~~Member website, logo and description of member business~~

- ~~Amount of time the Member has been a member~~

- ~~Status of Membership (Honorary or Regular)~~

- ~~Work with the treasurer to verify members have renewed within the time specified in the Bylaws. Additional effort may be made to encourage members to renew before termination of membership.~~

- ~~Notify the Executive Board at the April regular meeting of members who have not renewed.~~

- ~~At each regular monthly Executive Board meeting, notify the board of the "Temporary Memberships" received within the past month.~~

- ~~Seek to increase membership by 5% every year.~~

- Public Relations Chair

- Maintain and update the chamber website

- Answer all emails and regularly check the email box

- Answer all phone calls and letters

- Advertise all chamber events.

- Keep in contact with local community calendars in Tulare County to make sure Chamber events are publicized in the county.
 - Look for ways to publicize the chamber achievements, such as by newsletter, press release or by other means.
- Publicize the Chamber events via social media (facebook, etc) and regularly update social media pages.
- Maintain Chamber bulletin board at the Springville Branch of the USPS.

- Secretary

- It is ~~extremely~~ important that the Secretary attend every meeting, if possible. The President may assign “acting Secretary” duties to another Board member, if the Secretary is not present.
- The Secretary shall ~~take~~ prepare minutes for every board meeting. Minutes shall include:
 - A list of all board members and guests present at the meeting as well as the time each individual arrived and left, if necessary to document a quorum was present.
 - The time the meeting was called to order and adjourned.
 - Notes on any report made to the Board by any board member or guest.
 - ~~Verbatim recital~~ Recording of each motion made, whether the motion passed and the vote count for the motion, if not unanimous.
 - ~~Notes on the discussion for each motion.~~
 - ~~Verbatim description of any task a board member promises to undertake and the date by which said board member promised to complete the task.~~
 - ~~The meeting agenda shall be part of the minutes.~~
- Maintain the chamber records. This includes ~~all~~ minutes, financial records, membership lists, letters sent by the Chamber, etc. ~~Records shall be organized by year and by subject and kept in a location accessible by at least one other board member, but preferably all board members if financially reasonable.~~
- Write ~~all~~ correspondence in response to requests for donations after the board has acted on the request.
- Write ~~all~~ other correspondence required to third parties. For example, banks will often require a letter from the Secretary to update a signature card on an account.
- ~~Be a volunteer for the annual fundraiser or President’s event. This means taking responsibility for a portion of the event and actually attending the event.~~

- Attend at least one (1) other chamber event.
- ~~Verify attendance of board members at every chamber event to ensure compliance with the stated job duties for each board member.~~

- Treasurer

- Maintain the books for the chamber. This means:
 - Create a profit and loss sheet for each monthly meeting
 - Create an assets and liabilities sheet for each monthly meeting. The assets and liabilities sheet will include the amount of cash on hand.
- Write all checks for the chamber and obtain a second signature when necessary. The treasurer is responsible for ensuring all checks reach the intended individual.
- Keep a record of all receipts of membership dues.
- ~~Prepare a profit and loss statement for each and every event undertaken by the chamber. This includes the Annual Fundraiser and President's Event.~~
- ~~Verify the figures on the President's proposed budget for each year so members can assess the feasibility of the President's projections.~~
- Take all action necessary to work with a third party CPA to file the chamber's tax return. If the treasurer files the Chambers state and federal taxes on its own then an audit is required every (3) years and the treasurer is expected to fully participate in the audit.
- Take all action necessary to maintain the Chamber's non-profit status. This includes actions such as updating the statement of information on the State of California website.

- Parliamentarian/Past President

- ~~Provide counsel to the current president and remain available to answer all questions the President may have.~~
- ~~Be the safety valve for any board member, including the president and vice president. Fill-in by performing duties until another individual is found to take them over.~~
- ~~Participate in Chamber Events by:~~
 - ~~Attending ALL chamber events; OR~~
 - ~~Be a volunteer for a chamber event. This means taking responsibility for a portion of the event and actually attending the event.~~

- At Large Member(s)

- A voting member who is not assigned to a standing office and may serve in any permanent, substitute or ad-hoc capacity as directed by action of the Executive Board.