



Stoneham Chamber Board Member

Under the guidelines of the By-Laws of the Stoneham Chamber of Commerce, the duties and responsibilities of the members of the Board of Directors shall include but are not limited to the following:

- Discharge the duties of loyalty, care and good faith to the membership of the Chamber.
- Ensure a qualified Executive Director and staff.
- Establish, implement and monitor the Annual Budget, Program of Work, and Policies of the Chamber.
- Ensure the financial integrity of the Chamber.
- Provide a process for an annual review of the Executive Director and staff.
- Maintain superior attendance at all Board of Director Meetings and Chamber functions.
- Serve or chair on at least two regular Chamber Committees.

Specific responsibilities include:

- Makes serious commitment to participate actively in committee work and at Chamber events
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about board matters, prepares well for meetings.
- Gets to know other board members and builds a collegial working relationship that contributes to consensus
- Is an active participant in the board's annual evaluation and planning efforts
- Participates in fund raising for the Chamber of Commerce.
- Meets fiduciary responsibilities through attention to Finance Committee reports to ensure compliance with approved budget.