



## **Board of Directors Job Description**

### **Mission Statement**

The mission of the Oakridge Westfir Area Chamber of Commerce is to promote and improve the business environment, stimulate a vibrant local economy, promote tourism, and produce a cooperative effort to enhance the overall quality of life in the Oakridge Westfir area to its highest potential.

### **Overview of Duties and Commitment**

- Be a member\* in good standing of the Oakridge Westfir Chamber of Commerce
- Uphold the mission of the Chamber when speaking, writing or otherwise communicating to the public as a representative of the organization
- Follow the guidance and procedures outlined in the chamber by-laws
- Board members are seated for a term of 2 years and must attend at least 10 meetings per calendar year, unless excused by the president or vice president
- If any board member misses 3 consecutive board meetings, the board will evaluate the reason and the member may be asked to confirm their commitment to continue in their position
- Provide support for the official activities of the Chamber by volunteering in one or more ways: chair a subcommittee, volunteer for a Chamber event, donate products or services, expertise, or funds toward a chamber goal, etc.
- Be prepared to volunteer for the Chamber between 3 and 10 hours per month. Examples of Chamber activities: board meetings, membership meetings, annual board retreat, chamber after hours gatherings, subcommittee work, and providing support during planning and the implementation of events
- The Chamber as an organization is to be recognized in the community as a convener, catalyst, and champion for the businesses in the Oakridge and Westfir area

\* Business owners join the Chamber for \$125 per year; Non-profit organizations for \$50 per year; and individuals who do not own a business join the Chamber for \$25 per year.

Job descriptions for the Executive Committee are written separately for President, Vice-President, Secretary, and Treasurer

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