



Board of Directors Expectations

The Davis Chamber of Commerce is organized to advance the general welfare and prosperity of businesses in the City of Davis and the surrounding region, with a focus on developing a prosperous and economically vibrant community. Special attention is given to the economic, civic, commercial, industrial, and educational interests of the area.

Pursuant to the Chamber bylaws, the Board of Directors consists of between 15-20 chamber members in good standing. Board members are volunteers who are expected to fulfill the mission of the Chamber. Board members may serve no more than two consecutive three-year terms, and one additional year until leaving the Board with at least a one-year hiatus before being considered for an additional term.

To assist current and prospective members of the Board, the following are considered essential for the success of the organization:

- **Serve in a fiduciary capacity to ensure the economic health of the organization.** The primary responsibility of a Board member is to ensure that the organization remains financially viable. This includes monitoring and approving the Chamber's annual budget, developing financial strategies with the Executive Director, and ensuring needed adjustment to the budget.
- **Attend meetings of the Board of Directors on a regular basis.** The Board holds at least 10 meetings per year. Pursuant to the bylaws, any Board member who is absent from three (3) consecutive meetings may be dropped from the Board, unless a majority of Board members vote otherwise.
- **Serve on one or more Chamber committees.** Board members are expected to serve on at least one Chamber committee in addition to serving on the Board of Directors. A list of current committees can be found on the Chamber website or obtained by contacting Chamber staff.
- **Assist with the recruitment and retention of Chamber members.** The Chamber needs a growing membership base to ensure a healthy and vibrant organization. Board members are expected to help retain and grow membership throughout their tenure. This includes participating in contacting new and current members to articulate the value of the Chamber membership. Board members are expected to recruit at least 5 new members annually.
- **Attend and/or Volunteer at Chamber sponsored events.** The Chamber holds events throughout the year, including events that generate significant revenue for Chamber operations, those that benefit the community and events that partner with other organizations. Board members are expected to try and attend all of the signature events and a majority of the other events during the year.

- **Assist with Chamber revenue growth activities.** Board members may be asked, on occasion, to assist with contacting individuals or company representatives for sponsorship requests, increasing attendance at certain events or other activities that generate revenue for the Chamber.
- **Promote the Chamber.** One of the easiest ways to contribute is by promoting the Chamber on social media by “Liking” and sharing Chamber posts. A strong social media presence is critical to good public relations. Board members are also encouraged to share their knowledge by teaching a course as a subject matter expert. These courses help promote the Chamber as a critical place for information and knowledge.
- **Understand and abide by the Chamber bylaws.** The Chamber Board of Directors has established a set of bylaws that the Directors must adhere to. These bylaws may be amended periodically with support from the general membership.
- **Maintain strict confidentiality during Board and committee meetings.** In many cases, there are discussions of a sensitive nature that require Board members to refrain from discussing those issues outside the meeting, including those of a political or personnel nature.

To ensure the efficient operation of the Chamber, Directors should **avoid** the following:

- Getting involved in day-to-day management of the organization. The Board oversees a paid CEO who is the only person authorized to direct chamber staff.
- Interpreting policy in self-interest.
- Setting policy as an individual.
- Speaking or writing publicly on behalf of DCOC, unless authorized by the Board or Executive Committee.
- Signing contracts, verbally or in writing, obligates the Chamber legally or financially.
- Usurping the authority of the Chair or officers of DCOC.