

Marblehead Chamber of Commerce

Executive Board Responsibilities

- President:** Oversees Board of Directors and does not get involved with day-to-day Administrative responsibilities. Acts as liaison between the Executive Board and Board of Directors.
- Vice President:** Supports the President, serves on Executive Board & as President in President's absence at Board meetings.
- Treasurer:** Reviews financial statements on a quarterly basis, balances bank statements, submit financials to the Board, oversees Finance Committee meetings and serves on the Executive Board.
- Secretary:** Records and distributes meeting minutes for the Executive and Board of Director's meetings.

Board Member Responsibilities/Duties

Board members serving on the Marblehead Chamber of Commerce are expected to serve and commit to the following:

- Board members must uphold the Chamber's mission statement
- Board members must serve a three-year term.
- Board members must represent the Chamber in a professional/positive manner.
- Board members must not represent their business as it pertains to the chamber operations.
- Board members must have the Chamber's best interest at all times.
- Board members must own, operate and manage a business.
- Directors must be a member of the Marblehead Chamber of Commerce in good standing.
- Board members **must attend 10 out of 12 monthly Board meetings.**
- Board members **must not miss three consecutive Board meetings** or receive notice of termination.
- Board members **must serve/volunteer on at least one committee.**
- Board members **must attend 6 out of 20 Business Breakfast Forums and Business After Hours** (two events per month from Sept. to June) to meet and greet new and existing members.

The Deadline to receive ALL nominations is Friday, August 13, 2010.