



Job Description

Delegate - Board of Directors

The Chamber Alliance of Lake County

Board delegates are elected to serve on the Chamber Alliance Board of Directors (“Alliance”) by their respective local Chamber Boards. Each delegate will have the authority to vote on issues brought before the Alliance representing their local Chamber organization. The Alliance is authorized to govern its organization, control its assets and property (if applicable), set its direction and priorities through strategic planning, oversee its financial affairs, and setting of policies.

Expectations/Accountability

- Ensure that the Alliance mission is valid and the organizational resources are dedicated and engaged in the pursuit of this mission.
- Become familiar with Alliance By-Laws and other important documentation that is a part of its organizational archives.
- Become familiar with the Alliance initiatives and issues
- Be engaged in Alliance policy development process and be accountable for adhering to it.
- Be accountable for the Alliance financial stability.
- Certify that the organization meets its fiduciary and regulatory responsibilities and safeguards the Alliance funds on behalf of its members.
- Ensure that the Alliance is organized to handle and address current and future programs and services.

Terms of Office: Alliance Board members can be elected for up to 2 three-year terms. Board appointments by the Chairperson to fill vacant slots are permitted and do not count against elected terms.

Qualifications: Must be a member in good standing of a local Chamber organization at time of election and may or may not be a board member of their local Chamber organization. Must also be knowledgeable or become knowledgeable about the business issues and initiatives under review or discussion by the Alliance and their respective local Chamber organization.

Duties and Responsibilities:

- Attend Board meetings; be prompt and prepared to discuss agenda matters.
- Respect the will of the majority. It is not the individual local Chamber organization that “takes a position”, it is the Alliance as a whole whether the vote was unanimous or not.
- Respect the confidentiality of the Boardroom.
- At least annually, appraise the organization’s performance in relation to its plans.
- Actively serve on Alliance committee(s) on an as needed basis. Consider acting in a leadership role as Chairperson.
- Attend or review as many as possible State Legislative, County Commission and respective City Council meetings. Attend Alliance related events.
- Assist in delegate selection and committee recruitment.
- Speak and vote on behalf of delegate’s local Chamber organization.
- Responsible for reporting back to their local Chamber Board. It is recommended that each local Chamber have their delegate(s) give a monthly report at their Board meetings.
- Responsible to bring public policy items from their local Chamber organization to the Chamber Alliance Board of Directors for consideration/discussion.

Training- Orientation is supplied by the Alliance and local Chamber organization.

Please acknowledge receipt and review below.

Delegate Signature: _____ Date: _____
Print Name: _____