



Board Member Responsibilities

Sugar Grove Chamber of Commerce and Industry Board Members, elected by the general membership at the Annual Meeting in December, must agree to accept the following legal and ethical responsibilities:

1. Actively participate in all Board operations:
 - a. Collecting and understanding all information pertaining to oversight of the Chamber;
 - b. Participating in all Board meetings, or gaining an excuse before missing any meetings;
 - c. Participating in Board deliberations & decisions;
 - d. Ensuring their actions are clearly reflected in the Board minutes;
 - e. Providing financial support, or in-kind donations, suitable for a Board Member of the Chamber;
 - f. Abiding by Board policies regarding conflict-of-interest – specifying to other members about potential or existing conflict of interest in participating in a particular Board deliberation.
2. Actively monitor the Chamber's performance towards goals, including
 - a. Performance of the Board;
 - b. Performance of the Executive Director (when one is hired) and other staff;
 - c. Performance of the Chamber's programs.
3. Ensure all legal requirements are being met, including
 - a. All taxes are paid in a timely manner;
 - b. All personnel policies are up-to-date and being enforced;
 - c. All federal, state and local regulations are being met.
4. Represent the organization, including
 - a. Always promoting the best interests the Sugar Grove Chamber of Commerce;
 - b. Participating in Board committee activities between regular Board meetings;
 - c. Avoiding conflict-of-interest situations that may give the appearance of impropriety.

Board Members are expected to devote six (6) to ten (10) hours per month in service to the Board.