



Board of Directors Commitment

Overview:

The Arvada Chamber of Commerce creates a thriving business community through meaningful connections, business growth opportunities, customized engagement and advocacy for a strong business climate. Board members are official representatives of the Chamber within the community. Leadership activities—providing strategic support and expertise, raising funds, building community support—that further the organization’s goals are essential to board service with the Chamber.

Benefits of Service:

Arvada Chamber Board Members do not receive financial compensation. Board members receive an opportunity to help shape the economic future of Arvada, interact with high-level community leaders in the public and private sectors and be directly involved in regional policy decisions and outcomes.

Role of the Board:

The Board will leverage community support as needed to promote and advance the organizations work and mission. Additionally, the Board will work with and supervise the efforts of the President/CEO to ensure that he/she is carrying out the operational needs of the organization to realize its objectives, supporting the President/CEO and/or organization as needed.

The Board of Directors will approve all organizational policies and guidelines to ensure adherence to the strategic vision of the Arvada Chamber. The board has three main responsibilities:

1. **Governance:** Oversee matters critical to the health of the organization— not decisions or approvals about specific matters, which is management’s role—but instead those involving fundamental matters such as the viability of its business model, the integrity of its internal systems and controls, and the accuracy of its financial statements.
2. **Strategic Direction:** Formulate key policies and strategic goals, focusing both on near-term and longer-term challenges and opportunities, as well as ensure adherence to the mission of the organization.
3. **Fiduciary Responsibility:** Steward the resources of the organization for the longer run, not just by carefully reviewing annual budgets and evaluating operations but also by encouraging foresight through several budget cycles, considering investments in light of future evolution, and planning for future needs.

Conflict of Interest:

Whenever a board member has a financial or personal interest in any matter coming before the Board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Time Commitment:

Board members should plan to serve the full extent of their elected term. Regular board meetings are held on the 4th Wednesday of the month from 8:30-10:30 am. There will be some occasions where board members will be requested to attend other meetings and/or events. The Arvada Chamber does not have a minimum expectation of time commitment, but encourages board members to determine how they can best contribute to the organization in a meaningful way.

Board Member Agreement:

- Be a member of the Arvada Chamber of Commerce in good standing
- Commit to the mission and goals of the organization.
- Have the authority to vote on issues as a representative of their company.
- Promote community understanding and awareness of the organization.
- Be knowledgeable of the organization’s operation, services, and weaknesses.
- Respect the work and authority of the Board.
- Be objective in evaluating the programs and policies of the organization.
- Allocate time to attend the meetings of the Board and of the committees to which one is appointed.
- Suggest and/or pursue new funding sources.
- Be constantly alert for opportunities to further the mission and goals of the organization.
- Be available at the appropriate times to discuss issues.
- Be enthusiastic about the organization, and represent it with an articulate, positive and practical presence.
- Promote the Arvada Chamber of Commerce at all times and encourage businesses to join the organization.

In accepting the position as a Board Member of the Arvada Chamber of Commerce, I recognize that with this position comes a commitment to support the organization, its programs and policies and to assist in meeting the mission and vision of the Chamber.

Name: _____

Date: _____

Signature: _____