

BOARD OF DIRECTORS; 2023-2024 COMMITMENT TO SERVE

Ι,	, recognize the important responsibility I am
undertaking in serving as a member of the	Board of Directors of The Columbia Montour
Chamber of Commerce, and hereby person	ally pledge to carry out in a trustworthy and
diligent manner, all the duties and obligati	ions inherent in my role as a member of the
Board	-

MISSION

"To represent local employers in supporting vibrant, sustainable communities in Columbia and Montour counties."

MY ROLE

I acknowledge that my primary role as a member of the Board is (1) to contribute to defining of the Chamber's mission and governing the fulfillment of that mission, and (2) to carry out the functions of the office of a Board member and/or Officer as delineated herein and in the Chamber's Bylaws.

My role as a member of the Board will focus on the development of broad policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the Chamber President to whom is delegated the determination of means of implementation.

MY COMMITMENT

I will exercise the duties and responsibilities of this office with integrity, responsibility and due care. I pledge:

- 1. To establish as a high priority my attendance at all meetings of the Board, participating in at least 80% of regularly scheduled meetings. Board meetings convene at 7:45 AM on the third Tuesday of each month.
- 2. To come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all background support material relevant to the meeting.
- 3. To represent the Chamber in a positive and supportive manner at all times and in all places when not in conflict with my employer.
- 4. To observe the parliamentary procedures outlined in Robert's Rules of Order and display courteous conduct in all Board and committee meetings.

- 5. To refrain from intruding in administrative issues that are the responsibility of management, except to monitor the results and prohibit methods not in congruity with Board policy.
- 6. To adhere and sign-off on the Chamber's Policy on Conflicts of Interest and Disclosure of Certain Interests, and to keep internal matters related to the operation of the Chamber confidential.
- 7. To support in a positive manner all action taken by the Board of Directors even when I am in a minority position on such actions, and to adhere to a defined communications strategy related to Partnership issues and positions.
- 8. To offer to serve as chair or vice chair of one committee and participate in at least one other committee of the Chamber.
- 9. To support Chamber activities by attending events as often as possible.
- 10. To promote membership in the Chamber by seeking and contacting prospective members and sharing the benefits of Chamber membership with them, and assisting in the retention and/or upgrading of existing members.

MY TIME COMMITMENT

I will, to the best of my ability, commit myself to fulfilling my responsibilities as a Chamber Board member, and understand my time commitment to be at a minimum:

• Monthly Board meeting (11-12)

Active participation in two committees

 Active participation in specific activities or projects which may include membership development and attendance/assistance at meetings and/or events. 90 minutes monthly

2-3 hours monthly

1-2 hours monthly

If, for any reason, I find myself unable to carry out the above duties as best I can, I agree to resign my position as a member of the Board of Directors of the Chamber.

(Signature)		
(Print)		
(Date)		