



## Board of Directors Member

### As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Determining the mission and purposes of the organization
- Selecting and evaluating the performance of the Executive Director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring the organization's programs and services
- Enhancing the organization's public image
- Assessing its own performance as the governing body of the organization

### Each individual board member is expected to:

- Know the organization's mission, policies, programs, and needs
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- Prepare for, attend, and conscientiously participate in board meetings
- Participate fully in one or more committees

### Time Commitment:

- 1.5 hours per month board meeting on the third Wednesday of the month at 9:00 am
- 1-2 hours per month committee meetings to meet **as necessary**
- 1-3 hours every other month attend Chamber programs such as Lunch & Learns, Business After Hours, and Ribbon Cuttings
- 2 hours per year attend Annual Meeting in March

### Requirements:

- Must be a member in good standing with the Knoxville Chamber of Commerce
- Must sign and follow the Board of Directors' Code of Conduct
- Must regularly attend board meetings and Chamber functions
- Must be able to carry out full term of 3 years pending job change, move, or major life circumstance



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