



Cottage Grove Area Chamber of Commerce

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Mission statement: The Cottage Grove Area Chamber of Commerce promotes economic vitality through advocacy and collaboration with its members and the larger community.

Structure: Working Board - All nonprofit boards are responsible for setting policy. However, members of “working boards” such as ours are responsible for implementing the policy as well.

This may include helping with things such as marketing, membership development, public relations, grant-writing, budgeting, revenue raising, event implementation, etc. Being a small chamber with a small staff requires active involvement of our board members to be a successful chamber.

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Cottage Grove Area Chamber of Commerce so as to support the organization’s mission and needs.

Responsibilities of Boards Members

Members of the board share these responsibilities while acting in the interest of the Cottage Grove Area Chamber of Commerce. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

- Commit to getting to know the chamber and community
- Regular and on time attendance at meetings
- Adequately prepare for meetings
- Fully participates in the governance process
- A commitment to teamwork
- A commitment to speak with one voice
- A commit to continual improvement of the organization
- Support for the chief executive and staff
- Actively participate on the committee of your choice
- Attend at least 2 of the Chamber’s major events
- Attendance of Chamber Events:
 - * At least 9 out of the 12 monthly board meetings
 - * At least six (6) Business after Hours
 - * At least one (1) the major chamber events (Chamber Banquet, Christmas Tree Lighting)
 - * At least two (2) of the 10 Summer Concerts in the Park
 - * Annual Business Meeting (February)
 - * Annual Board Retreat (November)
- Acts as a liaison between members and the board
- Understands the By Laws and Policies & Procedures of the Cottage Grove Area Chamber of Commerce
- A source of skills, ideas, and resources for the chamber
- Participates in fund raising for the organization (fundraising & outreach)
- Participates in the annual evaluation and planning efforts of the organization
- Financial management, including adoption and oversight of the annual budget

Board Member Responsibilities as stated in Bylaws & Policies

By-Laws ARTICLE IV

Composition of the Board: The government and policy-making responsibilities of the Chamber shall be vested in the Board of Directors, which shall control its property, be responsible for its finances, and direct its affairs.

Seating of New Directors: All newly-elected and appointed Board members shall be invited to attend all chamber meetings beginning with the November Board meeting and shall be participating members thereafter. Retiring directors shall continue to serve until the end of the program year.

All newly-elected and renewing Board members will be expected to attend the annual board planning retreat. The purpose of the retreat is to review current programs, set annual and long range goals for the Chamber.

Vacancies: A member of the Board of Directors who shall be absent from three (3) consecutive regular meetings of the Board of Directors shall be notified in writing by the president that they may be dropped from membership on the Board. After missing a third consecutive meeting the Board President shall send a letter to the Director notifying them of their status. Upon missing a fourth consecutive regular meeting of the Board of the Directors that Director shall be removed from the Board subject to an appeal that may be submitted to the Board President in writing.

Vacancies of the Board of Directors, or among the officers, shall be filled by appointment by the President with confirmation by the Board. The appointee shall complete the unexpired term of the director or officer that they are replacing.

Policy: The Board of Directors is responsible for establishing procedure and formulating policy of the organization. It is also responsible for adopting all policies of the organization. These policies shall be maintained in a policy manual, to be reviewed annually and revised as necessary.

Management: The Board of Directors shall employ an Executive Director and shall fix the salary and benefits. Annually near the anniversary date of hiring, the Executive Committee will perform a performance, salary, and benefits review with the Executive Director.

Policies

Attendance: The Chamber By-laws state that any director may be removed from the Board or Executive Committee for failure to attend meetings. Specifically, a director may not have three (3) absences in a 12 month period. It is important, therefore, for attendance at regularly scheduled Board or Executive meetings to be recorded. Minutes must include the following: "Directors Present", and "Directors Absent".

Responsibilities: Board members shall attend Business after Hours, Chamber Sponsored Forums and Annual Dinner.

Board members shall be Chamber members in good standing. Any Board member not current with membership dues (dues must be paid within the prescribed billing period) shall be subject to removal from office.

Board members shall openly encourage and support Chamber projects, special events and fundraisers.

Standing Committees:

Budget & Finance	Assists the executive director and treasurer with creation of the annual budget for adaptation by the board as well as making recommendations regarding funding, support, and financial practices.
Bylaws/Policies & Procedures	Annually reviews and recommends updates if necessary of the chamber bylaws, policies, and procedures.
Ambassadors	Are a group of volunteers, consisting of Chamber members, that serve on committees, help with membership campaigns, and act as public relations liaisons related to networking and social events sponsored by the chamber and does fundraising to support the Jr. First Citizen Scholarship Award.
Promotions/Tourism/Events	Promotes the chamber through community events, fundraisers, and other activities that support the chamber's mission and role within the community. Prepares a slate of events and fundraisers to be approved by the board and then upon approval implements these events and fundraisers with help from staff. This committee shall also be responsible to develop and market the "Cottage Grove Brand" and support visitor readiness. The PET committee will assist the director in marketing and advertising of tourism related events. The PET Committee meets monthly.
Training Education & Membership	Maintains and promotes growth of the Chamber membership as well as creating and fostering member benefit programs and activities in keeping with the Chamber mission.

Chamber sponsored events:

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Bkfst Club	Bkfst Club	Bkfst Club	Bkfst Club	Bkfst Club	Bkfst Club	Bkfst Club	Bkfst Club	Bkfst Club	Bkfst Club	Bkfst Club	Bkfst Club
Annual Awards Banquet	Annual Business Meeting		Chamber Forum					Chamber Forum		Annual Board Retreat	Cottage Grove Christmas Kick-Off
Biz After Hours	Biz After Hours	Biz After Hours	Biz After Hours	Biz After Hours	Biz After Hours	Biz After Hours	Biz After Hours	Biz After Hours	Biz After Hours	Biz After Hours	Biz After Hours
					Concerts in the Park	Concerts in the Park	Concerts in the Park				
					Market	Market	Market				

Chamber & Committee Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	By-Laws/P&P — <i>Annually w/entire board. Date TBD</i>				
Week 2		Budget & Finance Ambassadors	Executive Board	Promotions/Events/Tourism	
Week 3			Board Meeting		
Week 4			Training Education & Membership (Past Presidents meet as indicated)		