Detroit Lakes Regional Chamber of Commerce

Board Meeting Attendance and Member Inquiry Policy

Purpose

The Board of Directors of the Chamber of Commerce is responsible for the governance, strategic direction, and fiduciary oversight of the organization. Board meetings are conducted to allow directors to deliberate and make decisions in the best interest of the Chamber and its members.

The Chamber values transparency, communication, and engagement with its membership while also maintaining effective governance practices that allow the Board to carry out its responsibilities.

This policy establishes guidelines regarding attendance at Chamber Board meetings and outlines the appropriate process for members to share questions, concerns, or feedback with Chamber leadership.

Board Meeting Attendance

Regular meetings of the Chamber Board of Directors are intended for:

- Members of the Board of Directors
- The Chamber President/CEO and designated staff
- Invited guests when their participation is requested for a specific agenda item

Attendance by individuals outside of these groups is at the discretion of the Board Chair and/or Chamber President.

Board meetings are working governance sessions that may include discussions related to strategy, finances, personnel matters, contractual matters, and other confidential topics. For this reason, meetings are not open to general member attendance.

Nothing in this policy prevents the Board from inviting Chamber members or community partners to participate in discussions when their expertise or perspective would benefit the Board's work.

Member Questions, Concerns, or Feedback

The Chamber values feedback and engagement from its members. Members who have questions, concerns, or suggestions regarding the Chamber's programs, activities, or direction are encouraged to contact the Chamber President/CEO to discuss the matter.

If appropriate, the Chamber President/CEO may involve the Board Chair or bring the topic forward for board discussion. In situations where a topic would benefit from direct input, the member may be invited to attend a portion of a Board meeting to present information or participate in discussion.

This process ensures that member feedback is heard while maintaining the Board's ability to conduct effective governance meetings.

Financial Information
The Chamber Board of Directors has fiduciary responsibility for the financial oversight of the organization.

In accordance with the Chamber's Bylaws, the annual financial review of the Chamber shall be available to individual members of the Chamber upon request for review within the offices of the Chamber. Copies of the financial review are not distributed electronically or publicly unless otherwise authorized by the Board of Directors.

Members wishing to review the annual financial review may schedule a time to do so by contacting the Chamber President/CEO.

Board Materials and Minutes
Materials prepared for Board meetings, including board packets, financial reports, and detailed meeting minutes, are governance documents intended for use by the Board of Directors in carrying out its responsibilities.

Summary information regarding Chamber activities, financial performance, and strategic priorities may be shared with members through appropriate channels such as annual reports, annual meetings, newsletters, or other member communications.

Requests for additional information may be directed to the Chamber President/CEO and will be reviewed in consultation with the Board Chair as appropriate.

Board of Directors Approved: April 23, 2026