



## POSITION DESCRIPTION

### Harrisburg Regional Chamber Member, Board of Directors

#### Mission

We are the region's catalyst for economic prosperity.

#### Position

The Board will support the work of the Harrisburg Regional Chamber and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Chamber & CREDC's president and chief executive officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. *Service on the Harrisburg Regional Chamber's Board of Directors is without remuneration.*

Specific board member responsibilities include:

- Serving as a trusted advisor to the CEO as he develops and implements the strategic plan
- Reviewing outcomes and metrics created by staff for evaluating impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving the annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Serving on committees or task forces and taking on special assignments
- Representing the Chamber to stakeholders; acting as an ambassador for the organization
- Ensuring the Chamber's commitment to a diverse board and staff that reflects the communities we serve

#### Fundraising

Harrisburg Regional Chamber board members will consider the Chamber & CREDC a philanthropic priority and make annual gifts that reflect that priority. So that the Chamber & CREDC can credibly solicit contributions from foundations, organizations, and individuals, the Chamber & CREDC expects to have **100 percent of board members and their employers to make an annual contribution** that is commensurate with their capacity.

#### Board Terms/Participation

Harrisburg Regional Chamber board members will serve a three-year term to be eligible for re-appointment for one additional term. Board members are expected to attend a minimum of 75% of meetings (3 of 4) and participate in the organization's events throughout the year. A **100% board commitment to our VIBE event is required.**

## Qualifications

This is an extraordinary opportunity for an individual who is passionate about the Chamber & CREDC's mission and who has a track record of community leadership. Selected board members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. The individual's accomplishments will allow them to attract other well-qualified, high-performing board members.

## BOARD MEMBER EXPECTATIONS

Board members must believe in the Chamber & CREDC's mission and have a sincere desire to contribute to **BOLD LEADERSHIP**, be a **VISIONARY MEMBER** and help produce **POWERFUL RESULTS**.

In addition to paying membership dues and fulfilling a charitable CREDC pledge, Board Members must agree to participate in the activities listed below.

- Attend a minimum of 75% of Board meetings annually (3 of 4)
- Attend the annual Board Planning Retreat
- Volunteer to serve on at least one committee, task force, or affinity group (*or appoint a representative from your staff*)
- Attend at least three Chamber networking events a year (BASH, Coffee & Connections, CBW+)
- Attend a minimum of four premier Chamber events annually, including VIBE attendance and/or financial support
- Actively participate in the recruitment of at least two new members
- Actively participate in the retention of existing members where relationships exist
- Promote and encourage your staff/colleagues to participate in Chamber activities
- Actively refer clients to CREDC for financing
- Purchase at least one sponsorship or marketing opportunity commensurate with their capacity