



CHAIR OF THE BOARD

Position Title: Chair of the Board

Position Description:

The Chairman is the chief administrative officer of the organization. Duties are subject to the direction of the Board of Directors. The Chairman manages the property, business affairs and staff of the chamber. The Chairman is responsible for initiating, implementing and evaluating all aspects of Chamber activities.

Primary responsibilities include:

- Operations
- Management
- Long-range planning for the organization
- Membership relations
- Policy recommendations to the board and
- Be a visible member of the community

The Chairman's responsibilities include:

1) Planning

1. The Chamber Chairman will work with the officers and directors of the board on:
 - a) Annual business plan with long term and short term objectives
 - b) A realistic annual budget to achieve objectives

2) Policy

The Chamber Chairman will develop, monitor and evaluate:

- a) organizational structure to accomplish the objectives
- b) appropriate financial, legal and operational policies and procedures to support effectiveness
- c) Provide guidance and direction to key stakeholders including the Board of Directors, key volunteers and staff regarding the organization's purpose, goals, and policy positions.

3) Financial Management

The Chamber Chairman will:

1. Supervise the preparation and maintenance of all records, reports and legal
2. documents for the chamber
3. Present an annual budget recommendation that adequately funds the organizational Needs.
 - a. Supervise all investments and expenditures against the approved budget

- b. Present a monthly financial statement to the Board for approval
- c. Prepare a yearend report on the organization's finances and activities

Basic Function: The Chair shall serve as the chief-elected officer of the Tewksbury Business Association and shall preside at all meetings of the Membership, Board of Directors and Executive Committee. Directs other officers and acts as chief spokesperson for the corporation.

Specific Responsibilities:

1. Presides at all meetings of the Tewksbury Business Association of Commerce Board of Directors and Executive Committee.
2. Schedules and works with the Chairman to prepare the agenda for meetings of the Board of Directors and Executive Committee.
3. Keeps the Board of Directors, Executive Committee and committees informed on conditions and operations of Chamber.
4. Selects or approves chairpersons for all Chamber committees or task forces. Outlines the purposes and duties of the committees and monitors their progress with regular reports from the committee chairs.
5. Directs the Board of Directors in formulating policies and programs that will further the goals and objectives of the Chamber. When necessary, recommends changes in structure (board, committees, etc.) to the Board of Directors.
6. Conducts an annual review of the Chamber's performance.
7. Acts as spokesperson for the Tewksbury Business Association of Commerce to the public, press, legislative bodies and other related organizations. Includes writing and giving speeches at Chamber events, grand openings, annual meeting, etc.
8. Monitors Chamber expenditures to assure operation within the annual budget. Signs payroll and additional check(s).
9. Promotes active participation in the Chamber on the part of the membership.
10. Presents a report at the annual meeting of the Tewksbury Business Association of Commerce members.
11. Maintains good communication and counsel frequently with the Chairman.
12. Write(s) monthly articles for various publications such as Chamber newsletter, annual report, etc.
13. Serves as Chair of the Board and Officer's Nominating Committee.