



**THE LECLAIRE, IOWA, CHAMBER OF COMMERCE BOARD OF DIRECTORS
Functions of the Board Officers (draft October 2021)**

The officers of the Board also serve as the Executive Team:

- Provide counsel to the President
- Oversee staff
- Review annual Board openings
- Recommend officer positions
- Assist at Chamber events as needed (Annual Dinner)

President.

The President shall be the principal executive officer of the Corporation subject to the control of the Board of Directors. The President shall preside at all meetings of the Chamber and of the Board of Directors and perform all duties incident to this office. The President shall, subject to the approval of the Board of Directors, appoint all committees and he/she shall have dual authority with one other officer to sign, execute and acknowledge, on behalf of the Corporation, all deeds, mortgages, notes, contracts, leases and all other documents or instruments as authorized by the Board of Directors. The President shall be entitled to vote on all matters presented to the Board of Directors.

General responsibilities:

- Prepare for and lead monthly Board meetings
- Work with Secretary to develop and distribute monthly Board meeting materials
- Work with Secretary on quarterly newsletter content and publication, including the President's update
- Work with Digital Manager on monthly digital reports, oversee website content and updates, monitor FB and IG
- Welcome new Board members and provide digital orientation
- Collaborate with Tourism, LMA, city officials and others in support of Chamber mission
- Lead Chamber events including annual dinner, groundbreaking and other celebrations
- Work with Secretary on communications for membership campaigns and annual dinner acknowledgements
- Update Information and Welcome Packets annually

Vice President.

In the absence of the President or in the event of his/her death, inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. When acting in such stead, the Vice President shall be entitled to vote on all matters presented to the Board of Directors.

General responsibilities:

- Prepares for and leads monthly Board meetings in absence of President
- Leads all events in the absence of the President
- Coordinates Annual Dinner celebration
- Sets networking schedule
- Schedules groundbreaking and other celebrations
- Works with Treasurer to develop annual budget including salary increases for personnel
- Makes all bank deposits and maintains checkbook, including monthly payroll checks
- Receives and distributes Chamber mail

Secretary.

The Secretary shall, in the event an Executive secretary is not hired by the Board of Directors, keep the minutes of the Board of Directors' meetings, see that all notices are duly given in accordance with the provision of the by-laws or as required by law, be the custodian of the corporate records, conduct all official correspondence and communications and keep all books of the account and membership records. In the event an Executive Secretary has been hired, the secretary shall assist the Executive Secretary in such duties.

General responsibilities:

- Assists Chamber Secretary with Board meeting minutes
- Maintains FB Highlights report
- Assists with quarterly newsletter content and publication
- Assists with annual updates to Welcome and Info packets
- Assists with website review and update

Treasurer.

The Treasurer shall receive and disburse all funds and keep the books and accounts of the Corporation. All disbursements shall be made by check or ACH/ automatic payment, and signed by the Treasurer and any signer authorized by the Board of Directors. The Treasurer shall make a report to the Board of Directors monthly and perform any and all other duties and exercises as from time to time may be delegated and assigned to him/her by the President of Board of Directors.

General responsibilities:

- Works with Vice President to develop annual budget including salary increases for personnel
- Creates and presents Treasurer's Report for monthly Board meetings
- Maintains payroll and submits appropriate payroll reports
- Maintains insurance
- Maintains non-profit status with IRS
- Files all required tax reports

Assistants and Acting Officers.

The Board of Directors has the power to appoint any person to act as Assistant to any officer, or to perform the duties of such officer whenever, for any reason, it is impracticable for such officer to act personally; and such assistant or acting officer so appointed by the Board of Directors shall have the power to perform all the duties of the office to which he/she is so appointed to act, except as such power may be otherwise defined or restricted by the Board of Directors.