

Board of Directors Member Responsibilities

Introduction

HCC Board members are volunteers. But volunteering is not something to take lightly. It takes time, commitment and effort to be a good member of the Board. At times, a Board member will be expected to review pertinent information, offer input and contribute their time, talent and financial resources. Board members also have fiduciary responsibilities.

Before considering becoming a Board member or candidate for a Board position, consider the following questions about your commitment:

1. Why do you want to be a board member?
2. What contributions can you make to the organization?
3. What can you do to make Board service even more fulfilling?

Expected Meeting Attendance

- Regularly attend meetings as scheduled (about 12 per year)
- Attend standing committee meetings if a member
- Participate as an ad hoc committee member if appointed
- Attend Board retreats, in-service workshops and other development activities
- Attend and participate in special events as needed

Obligations of the Board

- Establish policy
- Secure adequate funds
- Monitor finances
- Maintain and update long-range plans
- Increase and retain membership

Specific Duties

- Attend meetings and show commitment to Board activities
- Be well informed on issue and agenda items in advance of meetings
- Contribute skills, knowledge, and experience when appropriate
- Listen carefully to other points of view
- Participate in organizational decision making
- Support the organization
- Assume leadership roles in all Board activities, including fundraising
- Represent the organization to the public and to the private sector with dignity
- Educate yourself about the needs of the people you serve

Ethics and Values

- Be accountable to yourself on matters of proper conduct, high standards, ethics and values.
- Go beyond the simple letter of the law in your ethical conduct- go in the spirit of it

Loyalty

- Be willing and able to express loyalty to the Hispanic Chamber of Commerce of Metropolitan St. Louis

Board of Directors Member Qualifications

To be eligible to be elected, a director of the Hispanic Chamber of Commerce of Metropolitan St. Louis, a person shall meet the following qualifications and eligibility items:

1. Be a citizen of the United States of America or be a legal resident of this country.
2. Have been a member in good standing of the Chamber for one (1) year immediately prior to the date of the election.
3. May have not been convicted of a crime involving dishonesty or breach of trust.
4. Submit a current résumé or a written overview of your accomplishments and career history.
5. Submit a written and signed statement of intent to join the Board: this statement shall include:
 - Reason for wanting to join the Board.
 - Expected area of participation (committees);
 - Commitment to a minimum of three-year term of office on the Board;
 - Commitment to the mission and goals of the Chamber;
 - Agreement to fulfill expectations of Boards members (Bylaws, Code of Ethics, Responsibilities, Rule of Conduct).
6. Board members should be capable of advancing the Chamber.
7. Board members should be successful business or professional individuals.
8. Board members should be willing to support the HCCMSTL to the limit of their financial resources.
9. Board members should be willing and anxious to provide leadership to the Chamber's programs.
10. Board members should be willing and anxious to assist in the identification, cultivation, and sponsorship solicitation of prospective Chamber members and directors.
11. Board members should be willing to assume the responsibility for overseeing the legal and fiduciary responsibilities of the Chamber.
12. Willingness and ability to attend Chamber activities during the year; this includes Business After Hours, Seminars, Conferences, Membership Meetings, Retreats, Board Meetings, etc.

I have read the above basic responsibilities and accept to adhere to them.

Signature

Date