

ROLES AND RESPONSIBILITIES

BOARD OF DIRECTORS

WOLFEBORO AREA CHAMBER OF COMMERCE

Provide leadership and serve in a governance role through the implementation of goals and policies.

Represent our members; determine and respond to their needs and follow our mission.

Establish short and long-range goals and policies that benefit members and the community.

Participate in one of four Chamber of Commerce Teams as a member or chair.

Mission Statement

The Wolfeboro Area Chamber of Commerce works with the community and municipal representatives to promote the economic betterment and enhanced quality of life in our area by bringing together the special talents, skills and resources of the community for the benefit of present and future residents, businesses and visitors.

PO Box 54732 Central Ave, Wolfeboro, NH 03894
603-569-2200
www.wolfeborochamber.com



A Quick Glimpse:

- Participate in most if not all the 12 monthly meetings of the Board of Directors:
7:30 – 9:00a.m., second Thursday
 - If unable to attend a board meeting, apologies should be given to the Executive Director in advance to ensure the presence of a quorum at such meetings
- Attend many, monthly Chamber Socials: 5:00 – 7: 00p.m, typically on a Wednesday
- Participate in most if not all Quarterly Membership Meetings held 7:30 – 9:00a.m. on a Thursday in March, June, September and December
- Attend other annual meetings
- Understand organizational issues and resources and ensure the proper use of assets
- Understand the organizational budget and fulfill fiduciary responsibility
- Support executive director in priority accomplishments
- Participate in Fundraising and Sponsorship efforts
- Frequent participation in all meetings, programs, and events
 - Encourage general membership to do the same by participating in the Board & Member Connection Program

Director Profile:

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| <ul style="list-style-type: none">• Willing to commit time and energy• Prepared, punctual and present• Avoids surprises• Rational, prudent, practical• Supports proper financing• Principled and professional | <ul style="list-style-type: none">• Fulfills responsibilities• Honors rules and procedures• Thinks “big picture”• Listens with an open mind• Is knowledgeable and involved in the work of the Chamber of Commerce |
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Secretary: It shall be the duty of Secretary to insure recording and preservation of records of all Chamber of Commerce Board Meetings and Membership Meetings, minutes and correspondence. Available resources to assist include Chamber of Commerce staff.

Treasurer: In addition to other responsibilities, it shall be the duty of Treasurer to present a Quarterly Treasurers Report to the Board of Directors at its regularly scheduled meeting. Available resources to assist include Chamber of Commerce staff.