



**THE ILLINOIS
CHAMBER**



ILLINOIS LOCAL CHAMBER GUIDES NO. 3 -- SAMPLE JOB DESCRIPTIONS of OFFICERS, DIVISION CHAIRMEN / VICE PRESIDENTS and DIRECTORS

**LOCAL CHAMBER ASSISTANCE PROGRAM
Sponsored by the Illinois Chamber and the Illinois
Association of Chamber of Commerce Executives**

Clear job descriptions of elected Chamber Officers and Board members are necessary for an organization to operate efficiently. Good job descriptions define the responsibilities of each position and provide guidelines and limitations to duties and authority.

When a chamber flounders, it is often traced back to the confusion of "who's responsible for what" and the "too many chiefs and not enough indians" types of problems. Specific descriptions of jobs then make it possible for volunteers to function more effectively with expectations being made clear to them before agreeing to accept an office or position on the Board.

Job descriptions should be reviewed annually and updated on an as needed basis depending on the current needs of the organization and reflective of any changes in the organization's structure.

These sample job descriptions are provided to give Illinois chambers some guidance as to the content and suitable language for job description development.

Some chambers of commerce use the title Chairman of the Board for their chief elected volunteer rather than President. In those cases, the title President is used by the chief paid staff person. Also, most chambers do not have a President-Elect but some form of seniority among Vice Presidents often noted by numbering 1st, 2nd, etc., or by chamber divisional responsibility. Division heads are often Vice Presidents but can also be appointed by the Board or by the President with Board approval.

Finally, these sample job descriptions are only a guide. Each chamber, based on its own unique characteristics and structure, must determine the general and specific duties of its key elected and appointed volunteers.

**RESPONSIBILITIES
AND
JOB DESCRIPTIONS OF OFFICERS AND DIRECTORS**

THE PRESIDENT:

The President of the _____ Chamber of Commerce is elected in accordance with the bylaws.

The President shall serve as the chief elected officer of the chamber of commerce and shall preside at all meetings of the membership, board of directors, and executive committee.

The President shall, with the advice and counsel of the Executive Vice President, assign Vice Presidents to divisional responsibility, subject to board of directors approval.

The President shall, with advice of Vice Presidents and the Executive Vice President, determine all committees, select all committee leaders, assist in the selection of committee personnel, subject to approval of the board of directors.

He/she shall recommend such changes in procedure and policies as he/she may deem appropriate to the Board.

As chairman of the executive committee of the Board, he/she shall call it to meetings between those of the full Board as necessary to assure effective action.

He/she shall preside at all meetings of the full Board and be responsible for presenting an agenda for each, based on the premise that each member of the Board be as fully informed on Chamber activities as possible, at all times working closely with the executive vice president to assure this result.

He/she shall, at the first meeting of the full Board following his/her election, present:

1. A Program of Work for the ensuing year.
2. A budget to sustain the chamber's operations.

In developing the Program of Work and budget, he/she shall consult with the executive vice president, the treasurer, and such others as may be necessary.

He/she shall be an ex-officio member of all committees and attend such meetings as may be necessary or convenient, but shall not be expected to attend all of them. He/she may call meetings or committees in cases where the committee chairman, for any reason, fails to do so and issue directives, recommend action, but he/she shall be cautious in exercising such power.

He/she shall be responsible for reporting to the Board (or causing this to be done):

1. All actions of the executive committee taken between meetings of the full Board to include recommendations.

PRESIDENT-ELECT:

The President-Elect shall exercise the powers and authority and perform the duties of the President in the absence or disability of the President.

VICE PRESIDENTS:

Vice Presidents of the _____ Chamber of Commerce are elected by the Board and shall be at least two in number.

~~They shall assume the duties of the President in his/her absence or incapacity in the order of seniority.~~

They shall serve as voting members of the executive committee as provided in the bylaws.

They shall supervise those divisions of chamber activity designated by the President, and report to him/her on progress or failure to achieve it.

They shall perform such other tasks as may be assigned by the President.

Both shall be prepared to report to the Board at any time when called upon to do so, or on their own motion, on any matters about which the Board needs to be informed, or is required to take action.

THE TREASURER:

The Treasurer is elected as provided in the bylaws.

The Treasurer shall be responsible for the safeguarding of all funds received by the chamber and for their proper disbursement. Such funds shall be kept on deposit in financial institutions, or invested in a manner approved by the board of directors. Checks are to be signed by the Treasurer and/or Executive Vice President, or in the absence of either or both, by any two (2) officers. The Treasurer shall cause a monthly financial report to be made to the board.

The Treasurer shall serve as chairman of the Finance Committee.

All officers are directly accountable to the Board of Directors. Objectives of the officers shall be in accordance with the purpose as stated in the bylaws, and the responsibility of seeing that the organization runs properly and remains financially sound.

DIVISION CHAIRMEN / VICE PRESIDENTS:

Division Chairmen are appointed by the Board and shall be at least four in number.

They shall:

1. Serve as members of the Executive Committee which acts for the Board between regular meetings of the Board.
2. Serve as ex-officio members of all committees in their division.
3. Assist other members of the Executive Committee in the selection of Chairmen to staff the various committees under their jurisdiction.
4. Serve as the liaison person between the committees and the Board of Directors.
5. Work closely with the Executive Vice President to see that committee chairmen understand and actively carry out their responsibilities.
6. Attend the meetings of the committees in their division as may be necessary or convenient, but shall not be expected to attend all of them. They may call meetings of committees in cases where the committee chairman, for any reason, fails to do so, issue directives and recommend action, but he/she shall be cautious in exercising such power.

DIRECTORS:

Individual directors are elected by the Board or by the membership by ballot as provided in the bylaws.

They shall perform duties as prescribed in the bylaws in two capacities -- as a voting member of the Board and as an individual.

As a Board, directors perform essentially a legislative function. As such they shall make all policy decisions of the chamber, but from time to time may direct a poll of the membership when considered desirable as a guiding influence. They shall specifically:

1. Set the overall policy of the organization.
2. Determine the goals of the chamber through an approved Program of Work.
3. Provide adequate funds to do the job through the annual budget.
4. Establish the dues structure.
5. Approve the structural organization to include an organization chart.
6. Elect officers in accordance with the bylaws.
7. Recommend changes in the bylaws.
8. Approve in advance all expenditures not included in the budget.
9. Fill all vacancies occurring on the Board of Directors in accordance with the bylaws.
10. Meet as required in the bylaws, or more frequently on the call of the President, or on their own motion, and set the dates for such meetings.
11. Provide adequate facilities and equipment.
12. As individuals each director is expected to:
 - a. Attend all meetings of the Board of Directors.
 - b. Consult frequently with the membership of the chamber in order that he/she may be truly representative in his/her legislative function, or to explain Board actions.
 - c. Counsel and advise as requested by officers of the corporation, and make suggestions, as well as serve on committees and task forces when requested.
 - d. Perform such duties, within his capabilities as may be requested by the President, to include solicitation of new members and funds.