Hallettsville
Chamber of Commerce & Agriculture

1614 N. Texana St.
Hallettsville, TX 77964

Office: 361-798-2662

visit@hallettsville.com
www.hallettsville.com

LEVELS OF RESPONSIBILITY IN A VOLUNTEER ORGANIZATION

Members

The partnership of business and professional people working together for the betterment of the community.

Board of Directors

The individuals elected by members to direct the affairs of the chamber.

This is the Policy-Making Level.

Officers

The individuals elected by the Board – the Executive Committee.

This is the Direction Level.

Staff

The chief paid executive, Executive Director that is hired by the Executive Committee. This individual is responsible for the day-to-day management of the chamber. He / She is also responsible for employing and managing the staff.

This is the Management Level.

Committees

The membership of the organization working in small groups (task force or committees) to achieve the chamber's objectives.

This is the Planning and Action Level.

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YOUR ROLE AS A CHAMBER DIRECTOR

Your Chamber's Board determines policies and sets goals aimed at improving the socio-economic well-being of the community.

As the policy-forming branch of the chamber, the Board:
-authorizes the organization's program of work
-approves the organization's budget
-hears and acts on committee recommendations
-directs the organization's general operations
-determines the course of actions and sets the long-term agenda for the organization.

As a member of the Board, you are responsible for considering the needs of the entire community.

You must work with other directors in developing a program of work that gives the community the greatest opportunity for growth and prosperity.

You should not only recognize the democratic character of the organization but also believe strongly in voluntary, cooperative effort in solving community problems.

You should respect the collective judgment of interested citizens and should recognize the unique decision-making and problem-solving powers that are created when these people are mobilized for action.

The Board is not expected to "do all of the thinking" for the chamber. Rather, its function is to see that:

- Members actively participate in chamber committees or action groups.
- Committees and other groups are given defined objectives.
- Committees are given responsibilities and challenges.
- Community groups are brought into the decision-making process.
- The chamber accomplishes its goals.
- The chamber is adequately financed.

The chamber By-Laws authorize the president to appoint committees. The president does, however, usually consult the Board.

All Board members should take an active interest in the organization and operation of chamber committees.

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YOUR MANY RELATIONSHIPS AS A BOARD MEMBER

Your Relationship To Chamber Policy

Your status is that of an individual acting in a legislative capacity. You have the right to exert your influence with the Board for approval of actions and policies, but your authority does not go beyond your vote. You have no authority as an individual to commit the chamber to any action or policy.

Your Relationship To The Public

You are an official representative of the membership. You are also an unofficial representative of the entire community. You should defend the chamber against criticism and take steps to remedy conditions that cause justified criticism.

Your Relationship To Staff

Your responsibility for the chamber staff is limited to that of advisor. The chief paid executive is responsible for the hiring and functioning of the staff.

Your Relationship To Committees, Task Forces

You have a responsibility to keep informed about the activities of all committees and task forces because you must eventually study and act on their recommendations. You also have a responsibility to see that all committees and task forces operate within established structure.

Your Relationship To The Board

You are a co-partner in the important work of the Board to improve the commercial, industrial, and civic life of the community through the chamber. You have assumed a position of public trust. You should disassociate your personal interests from chamber activities.

Your Relationship To The Program Of Work

You must understand the relation between the Board and the chamber's Program of Work in order to reach established objectives. Remember that a chamber's Program of Work charts a future course of action, furnishes measurements for performance, and serves as a challenge to citizens to meet their responsibilities to the community through the chamber.

Your Relationship To The Budget

Financial support of the chamber is through annual investments voluntarily made by business, industry, and individuals. The chamber operates on a budget approved by the Board. It is the responsibility of chamber management to get maximum results from available funds and to operate within the approved budget.

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HALLETTSVILLE CHAMBER OF COMMERCE & AGRICULTURE
JOB DESCRIPTION

Position: Hallettsville Chamber of Commerce & Agriculture Board Member

Reports To: Membership of Hallettsville Chamber of Commerce & Agriculture

General Responsibility

A member of the Board shall, along with other members of the Board, serve as the governing body of the Chamber that will determine the policies and procedures of the organization and secure financing to carry out those policies and procedures.

Detailed Duties

- Determine the mission of the organization.
- Develop specific policy positions of the Chamber on subjects that describe the action to be followed in carrying out the mission of the organization.
- Develop and approve the Program of Work.
- Develop and approve the budget and finances of the Hallettsville Chamber of Commerce & Agriculture.
- Determine the general operating procedures of the Chamber.
- Serve on at least two (2) Chamber committees.

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RELATIONSHIP BETWEEN THE BOARD (CEO) AND EXECUTIVE (STAFF)

A. This relationship has to be good – close – understood – each must understand and respect the job of the other – harmony must exist.

B. The two must sit down together and come to an understanding – a frank and honest discussion about who does what – how to work together – how to refer responsibility to each other.

C. Draw up a mutual agreement or list of responsibilities – not a contract – not a job description – but a two-party personal policy, for reference.

Expectations of the CEO (Chief Elected Officer)

- To lead, to be the public figure.
- To make known his/her principle goals and objectives for the year.
- To make sure the Chamber has a program, the manpower, and finances to carry it out.
- To counsel often with the Executive.
- To be the confidant of the Executive.
- To be a principle spokesperson for the Chamber.
- To be willing to front the organization (letters, news releases, etc.)
- To be the buffer on controversial items.
- To be available.
- To be enthusiastic about the Chamber, a supporter, not an apologist.
- To run a meeting with dispatch.
- To help construct a meeting agenda, and to be familiar with it before he/she tackles it.
- To keep the Executive from being surprised.
- To keep the Executive informed of his/her status with the Board.
- To support professional growth and outreach of the Executive.

Expectations of the Executive (Staff)

- To execute the policies adopted by the policy makers.
- To be held accountable – for program, finances, and legal duties.
- To provide options and recommendations for Chamber activity.
- To be an organizer.
- To be an administrator, supervise staff.
- To brief the CEO on agendas and programs, prepare CEO for pitfalls.
- To have an answer when the policymakers turn and say, “What do you recommend?”
- To anticipate money problems before they occur.
- To run a tight ship.
- To maintain records and prepare all necessary reports.
- To keep the CEO from being surprised.
- To be ethical.
- To be more than an errand boy or girl.
- To grow professionally through education and outreach.
- To give the Chamber a good image reflected in his/her personal life.