



CHAIR BOARD of DIRECTORS

Roles & Responsibilities 2027

ABOUT THE CHAMBER

Since 2012, the Brookhaven Chamber exists to promote an environment for prosperity in our local business community.

OUR MISSION: The Chamber is committed to maximizing business development and economic growth through advocacy, quality of life, innovation, and collaboration.

OUR VISION: The Chamber is the "Voice of Business" and an advocate for the community, implementing ideas, and strengthening the business environment in our local area.

ABOUT THE CHAIR

Officer, Board of Directors

The **Chair** serves as the chief elected officer of the Chamber, presides at all meetings of the membership, Board of Directors, and Executive Committee. Also, the **Chair** shall recommend to the Board of Directors, for its approval, all committee members and all committee chairpersons.



Join Us as an advocate for strengthening our communities and impacting the quality of life in Brookhaven, Georgia.

* The responsibility of the Chair **does not include** handling money, banking, or bookkeeping.



Responsibilities *

The general duties of the Chair include:

- The **Chair** establishes the agenda for all sessions of the Board of Directors and the Executive Committee.
- The **Chair** will move to the Immediate Past Chair position for the next term as defined in the Bylaws.



Terms of Office

- Term of office for the **Chair** = two calendar years (starting on the first day of January).
- The **Chair** must attend all Board, Executive Committee, and Chamber member meetings.
- The **Chair** recommends committee members.
- Estimated time commitment = 5 hours per month.

QUESTIONS?

Jeffrey Woolverton, Executive Director

☎ 218 310 7435 ✉ jeffrey@brookhavencommerce.org



Brookhaven
Chamber of Commerce

Brookhaven Chamber of Commerce is a 501(c)(6) tax-exempt nonprofit organization. Our Federal Tax ID number is 26-4834327



VICE CHAIR BOARD of DIRECTORS

Roles & Responsibilities 2027

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ABOUT THE VICE CHAIR

Officer, Board of Directors

The **Vice Chair** oversees the election process of the Board of Directors and Board Officers. Also, the **Vice Chair** exercises the powers and authority and performs the duties of the Chair in the absence or disability of the Chair.



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* The responsibility of the Vice Chair **does not include** handling money, banking, or bookkeeping.



*Responsibilities **

The general duties of the Vice Chair include:

- The **Vice Chair** serves as the head of the Nominating Committee, and oversees the election of the Board.
- The **Vice Chair** will move to the Board Chair position for their next term as defined in the Bylaws.



Terms of Office

- Term of office for the **Vice Chair** = two calendar years (starting on the first day of January).
- The **Vice Chair** must attend all Board, Executive Committee, and Nominating Committee meetings.
- The **Vice Chair** oversees the election of the Board.
- Estimated time commitment = 3 hours per month.

QUESTIONS?

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PAST CHAIR BOARD of DIRECTORS

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ABOUT THE PAST CHAIR

Officer, Board of Directors

The **Past Chair** serves as a member of the Board of Directors and of the Executive Committee. Also, the **Past Chair** advises the Chair and performs other duties as requested by the Chair, the Executive Committee, and Board of Directors.



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* The responsibility of the Past Chair **does not include** handling money, banking, or bookkeeping.



*Responsibilities **

The general duties of the Past Chair include:

- The **Past Chair** serves as a member of the Board of Directors and the Executive Committee.
- The **Past Chair** will have served as the Chair of the Board in their prior term as defined in the Bylaws.



Terms of Office

- Term of office for the **Past Chair** = two calendar years (starting on the first day of January).
- The **Past Chair** must attend all Board, Executive Committee, and Chamber member meetings.
 - The **Past Chair** advises the Chair of the Board.
- Estimated time commitment = 3 hours per month.

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SECRETARY BOARD of DIRECTORS

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ABOUT THE SECRETARY

Officer, Board of Directors

The **Secretary** oversees the recording of all meetings of the members and all sessions of the Board of Directors. Also, the **Secretary** serves as a member of the Executive Committee, and has authority to authenticate the records of the Chamber.



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* The responsibility of the Secretary **does not include** handling money, banking, or bookkeeping.



*Responsibilities **

The general duties of the Secretary include:

- The **Secretary** records all votes and the minutes of the Board of Directors and Executive Committee sessions.
- The **Secretary** gives any notice required to be given under the Bylaws of the Chamber of Commerce.



Terms of Office

- Term of office for the **Secretary** = two calendar years (starting on the first day of January).
- The **Secretary** must attend all Board, Executive Committee, and Chamber member meetings.
- The **Secretary** authenticates Chamber records.
- Estimated time commitment = 3 hours per month.

QUESTIONS?

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TREASURER BOARD of DIRECTORS

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ABOUT THE TREASURER

Officer, Board of Directors

The **Treasurer** oversees the financial affairs of the Chamber and makes regular reports to the Board. Also, the **Treasurer** serves as Chair of the Finance Committee, along with three other Chamber members appointed annually by the Chair.



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* The responsibility of the Treasurer **does not include** handling money, banking, or bookkeeping.



*Responsibilities **

The general duties of the Treasurer include:

- The **Treasurer** advise the Board with respect to the financial condition and financial policies of the Chamber.
- The **Treasurer** suggests ways and means of conserving and increasing the revenues of the Chamber.



Terms of Office

- Term of office for the **Treasurer** = two calendar years (starting on the first day of January).
- The **Treasurer** must attend all Board, Executive Committee, and Finance Committee meetings.
- The **Treasurer** oversees the annual financial audit.
- Estimated time commitment = 3 hours per month.

QUESTIONS?

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