Hinckley Area Chamber of Commerce

Board of Directors: Position Description and Commitment

The board sets the chamber's direction and watches over its finances. It also speaks up for Hinckley-area businesses. Board members serve a two-year term and can be re-elected with no limit on terms.

Who can serve

Any owner, manager or employee of any HACC member business in good standing. To apply or nominate someone, call (320) 384-7837 or email info@hinckleychamber.com.

What we ask of every board member

Board meetings: attend the monthly board meeting, the third Tuesday of each month at 2 PM in Hinckley. Read the agenda and reports ahead of time and come ready to vote. If you can't make it, let the office know.

Member meetings: attend the quarterly general chamber member meetings.

One event committee: volunteer for one of the chamber's events: the Corn & Clover Carnival, Widows Weekend Craft Show, Coach Bingo, Fall Bingo or the Christmas Celebration & Annual Banquet.

Chamber events: show up, help set up and clean up, and stay until the work is done.

In the community: be a positive ambassador for the chamber and bring back what members and business owners tell you they need.

Officers

President: runs the monthly board meeting, sets the agenda with the Executive Director and speaks for the chamber at public events, including the year in review at the annual banquet.

Vice President: runs board meetings when the President can't and learns the President's role.

Treasurer: reviews the chamber's finances each month and reports to the board.

Secretary: keeps the minutes of each board meeting and the board’s records.

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Board member commitment

I agree to serve on the Hinckley Area Chamber of Commerce Board of Directors for a two-year term. I understand I can be re-elected when my term ends.

I will:

1 Pursue the mission of the Hinckley Area Chamber of Commerce.

2 Attend monthly board meetings and quarterly general chamber member meetings.

3 Read agendas, reports and minutes before meetings, and come prepared to vote and make clear decisions.

4 Volunteer for at least one event committee.

5 Show up for chamber events, help with setup and cleanup, and stay until the work is done.

6 Stay informed so I can speak with confidence about the chamber's work.

7 Support the chamber in public and speak well of the group and its work.

8 Stay connected in the community, and talk with members, business owners and residents to learn what they need.

9 Handle board information with care and share it only when the board agrees it should be shared.

10 Tell the board about any conflict of interest and step out of that vote.

11 Follow through on my commitments. If I take on a task, I will finish it or ask for help early.

Name: _____ Member business: _____

Signature: _____ Date: _____