

## SOUTH SAN FRANCISCO CHAMBER OF COMMERCE

### **Board of Directors Job description**

A member of the Board of Directors of the South San Francisco Chamber of Commerce serves for a term of 3 years and is expected to support the mission of the Chamber, which is:

The **mission** of the South San Francisco Chamber of Commerce is to promote and support the economic well-being of its members, and to provide maximum business networking opportunities for its members.

- It is understood that membership on the Board of Directors will involve a commitment to participate in various Chamber sponsored activities and meetings. (Meetings are held on the second Tuesday of each month).
- It is also understood that a member must be in good standing with the Chamber. (Membership Dues are paid and current).

#### **Duties and responsibilities of a member of the Board of Directors include:**

- Attend and participate in monthly Board of Directors meetings.
- Absences from four consecutive meetings may be construed as a resignation.
- Attend and participate in assigned Committee meetings and Committee programs of work.
- Attend and participate in the annual Board Planning Session held in January.
- Attend special events including:
  - Annual Board of Directors Installation Dinner
  - Business Seminars and Presentations
  - Monthly Mixers
  - Trade Shows & Business Expos
  - Taste of South San Francisco
  - Ribbon Cutting Ceremonies
  - Other events
- Promote interaction and social networking among Chamber members.
- Promote the general economic betterment of Chamber members.
- Promote general cooperation and communication between City government and Chamber members.
- Recruit new Chamber members.