



# **BOARD OF DIRECTOR'S HANDBOOK**

Cross Plains Area Chamber of Commerce

March 2015

## PURPOSE OF THE HANDBOOK

Welcome to the Cross Plains Area Chamber of Commerce. As a member of the Board of Directors for the Chamber, you represent your business, the Chamber Membership and the community to the Cross Plains area. You are often the first community representative a new business owner meets. As such, your position is an important one.

The purpose of this handbook is to provide you with:

- An overview of the Chamber
- Information on your role as a Board member
- Expectations of the Membership

## ABOUT THE CHAMBER

What was known as the Cross Plains Businessmen's Association since 1954 became a fully formed Chamber of Commerce in December of 2008. The CPBA was organized for the purpose of advancing the business and civic interests of the community. Over the nearly 60 years of the CPBA, the Cross Plains area has grown and expanded. Times change, and the CPBA is no longer made up of just "businessmen."

The Chamber went through some extensive planning in 2012. Below are the key issue areas the focus groups determined should be our focus.

### **Community Involvement**

*Chamber works cooperatively with area events that foster a sense of community and enhance awareness of Cross Plains Area Chamber of Commerce member businesses.*

### **Business Development**

*Promote new businesses to the chamber area and assist existing businesses in their growth.*

### **Communication**

*The Chamber strives to utilize multiple channels to communicate, inform, and educate members, prospective members and our community on relevant issues.*

### **Networking**

*The Chamber will provide opportunities to connect with other business members to help improve and promote Cross Plains Area Chamber of Commerce member businesses.*

The mission of the Chamber is: Promoting a strong economy and high quality of life for our Chamber members and the Cross Plains area communities.

## CHAMBER WEBSITE

Please take a look at the Chamber website, [www.crossplainschamber.net](http://www.crossplainschamber.net). Some items of interest should include the home page and upcoming events. Corporate Sponsors are listed along the left side. The latest news and events page has some pertinent items. General Chamber info is under About CPACC, including structure, bylaws, membership information, Board members and more. The Our Community tab has lots of information about our area. Please let us know any feedback.

## HOW THE CHAMBER AND BOARD OF DIRECTORS ARE STRUCTURED

A Board of Directors governs the Chamber and is the policy making body of the Chamber. Its Members represent the business and professional leadership of the community. The Board of Directors shall be composed of an odd number of directors, seven (7) or nine (9) members, with the Middleton Cross Plains School District and Village Representatives having voting privileges.

The Directors are collectively responsible to ensure effective and fiscally-sound programs and operations by providing vision, leadership, advice, and direction to the staff and volunteers of the organization. They shall provide commitment to and support of the mission and programs of the organization.

The Directors shall be elected under a staggered system as follows: All seven Directors will be elected the first year, three for three years, two for two years and two for one year. Each year thereafter two or three Directors will be elected as their terms expire; each for a three year term. Any vacancy occurring in the Board shall be filled by vote of the remaining Board members for the unexpired term.

At the first board meeting after the annual dinner, the Board shall elect the Officers; President, Vice-President, Secretary, and Treasurer. Officers shall take office upon their election and serve for a term of one (1) year or until their successors assume the duties of office.

### **Duties of Officers**

**President.** The President shall preside at meetings of the Board, Special and General Membership meetings when available (the Board may meet and take action at a meeting notwithstanding the absence of the President). The President shall be the principal executive officer of the organization and shall, subject to the control of the Board, in general supervise and control all of the business and affairs of the organization. In general, he or she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board from time to time. The President may delegate to the Executive Director the authority to perform certain executive and administrative duties.

**Vice President.** In the absence of the President, or in the event of the President's death or inability or refusal to act, the Vice President shall perform the duties of the President. When so acting, the Vice President shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such duties and have such authority as may be assigned to him or her by the President or the Board.

**Secretary.** The Secretary shall (a) keep the minutes of the meetings of the Board and all membership meetings; (b) see that all notices are duly given in accord with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records; (d) keep or arrange for the keeping of a register of the post office address of each Director which shall be furnished to the Secretary by such Director; and (e) in general, perform all duties incident to the office of the Secretary and have such other duties and exercise such authority as from time to time may be delegated or assigned to him or her by the President or by the Board.

**Treasurer.** The Treasurer shall in general perform all duties incident to the office of the Treasurer, including oversight of the management of the books and financial records of the organization, and have such other duties and exercise such other authority as from time to time may be delegated or assigned to him or her by the President or by the Board.

The Chamber has several committees and sub-committees who can make recommendations to the Board of Directors. The Business Development Committee (BDC) and Event Team are our current teams or committees. The BDC has used some short term sub teams to help with some of their work. There are many opportunities for additional team/committees. Each Board member is asked to chair a team/committee. Some areas in need of leadership are: Business Development Committee, Event Team, Networking Team, Communication Team, Recruiting Intern program, Save Local Now, and Ambassador Team.

The Chamber Board is also the key team that puts on the Memorial Day Chicken BBQ. Each Board member is asked to take on an area of work. The areas include: 1 - BBQ Crew, 2 - Food Prep & Set Up, 3 – Tickets, Grounds Maintenance & Food Service, 4 – Hot Dog Wagon, 5 – Beer Stand, and 6 – Clean Up Crew

### **HOW THE CHAMBER IS FINANCED**

The Chamber is a not for profit organization, financed through dues assessed to the Membership, as well as Chamber events. Generally dues make up about half of our income. Our other revenue generators are (in order of income) Annual Golf Outing, Memorial Day Chicken BBQ, and Business Fair. One of the goals of the Chamber Board needs to be determining and implementing some additional revenue streams, especially items that are not weather dependent. The Chamber operates on a fiscal year, ending March 31.

### **CONFIDENTIALITY**

As a Director for the Chamber, you may have access to confidential information. This may include information regarding donations, the Chamber's financial status, the Chamber's business practices, and Membership information. All Directors for the Chamber are responsible for protecting and maintaining the confidentiality of Chamber information.

### **BOARD OF DIRECTOR'S CHAMBER MEMBERSHIP**

Board Members are required to be a Chamber Member in good standing. Should your employment change, and your new employer is not a Chamber Member, there is a three-month grace period whereby you have the opportunity to recruit your employer as a Member or join as an individual.

### **ATTENDANCE OF BOARD MEMBERS**

The Board Members are an integral part of the success of the Chamber. We hope that you experience rewards in attending our meetings and events and that you are able to promote your business and the services you offer.

The Board meets monthly, generally on a Thursday night, 6pm, at the Ice Age Alliance Office. The current board will determine the night that best meets their needs. Attendance and participation are critical to the success of the Chamber.

## POSITION DESCRIPTION

Goal: The Directors are collectively responsible to ensure effective and fiscally-sound programs and operations by providing vision, leadership, advice, and direction to the staff and volunteers of the organization.

### Qualifications:

- Commitment to and support of the mission and programs of the organization
- Ability to work in a team
- Adequate time availability

### Responsibilities:

- Serve a three year term.
- Understand the roles, responsibilities, and liabilities of serving on the Board.
- Prepare for each Board meeting by reading material distributed prior to the meeting.
- Attend all regular and special Board meetings and participate in the proceedings. We hold approximately 10 meetings per year. Board members are required to attend a minimum of 8.
- Chair or serve on at least one committee.
- Maintain knowledge of current programs of the organization.
- Participate in the fundraising efforts of the organization.
- Share resources and talents, as well as expertise and contacts.
- Serve as an advocate of the organization to various constituent groups.
- Be accessible to Directors, committee members, and the Executive Director.
- Fulfill commitments within the agreed-upon deadlines.
- Be loyal to the organization.
- Hold in confidence any proprietary information given to Board Directors.
- Take initiative and provide leadership.
- Identify individuals for service on the Board or its committees.
- Recruit a new Chamber Member annually.

## ADDITIONAL DOCUMENTS FOR REVIEW

Along with this handbook, you will receive a copy of the Budget, Calendar of Events, Upcoming year goals, and Bylaws.

## ACKNOWLEDGMENT

This acknowledges that I have received a copy of the Cross Plains Area Chamber of Commerce Board of Director's Handbook, and I am responsible for knowing and understanding the contents.

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Board Director

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Date Signed