

## Expectations of a Board Member



### **Roles & Responsibilities**

The board's role is essential in providing *strategic vision and oversight*—focusing on the organization's long-term strategic direction and overall health.

The CEO and team manage implementation, staffing, and operational decisions.

Collectively, the board and staff determine the *why* behind our organization. The board's responsibility is to focus on *what* the organization should achieve, while the CEO and staff determine *how* to achieve it. By staying at the strategic level, the board empowers the CEO and staff to perform effectively while ensuring accountability for results. This dynamic creates efficiency to maximize board members' expertise by providing high-level guidance, allowing staff expertise to shine in delivering on agreed upon goals. This model maximizes the outcomes that can be achieved.

### **Prerequisites**

Be a member of ACCE in good standing

- Dues paid in full according to the dues schedule
- Chamber roster and profile information are up to date

Serve as chief executive or staff professional of an organization qualifying as a “chamber” according to ACCE bylaws.

Participate in at least two out of four scheduled board meetings each year. If a director misses all four, they will be asked to reconsider board service.

### **Lead**

Advance ACCE's strategic plan by serving on at least one task force, committee, council or in a leadership role within a division

Consider mentoring an up-and-coming chamber executive, new chamber CEO or board member

Serve as an ACCE ambassador

- Host a regional event (training program, board meeting, peer group meeting, etc.)
- Spread the word about the resources and opportunities at ACCE
- Speak at state chamber executive meetings highlighting ACCE engagement opportunities and resources

Share feedback and ideas with ACCE staff – speaker or discussion topic suggestions, improvements, ideas to increase our value proposition, etc.

### **Engage**

Attend ACCE conferences and events each year of your term as your calendar permits

Be an active participant in the ACCE - and broader - chamber community

- Volunteer your expertise, ideas and constructive feedback with peers
- Share examples and model materials for our samples library
- Provide case studies of your success stories
- Follow ACCE on social media and like, comment share content to expand reach

Be sure your staff have logins to access our online resources and professional development

Encourage your staff to participate in ACCE programs, divisions, services and events

Request an e-tour of ACCE benefits for your staff

Consider ACCE's retirement and insurance benefits

Participate in the work of, and consider financial support for, the ACCE Foundation

### **Advance the Chamber Community**

Volunteer to speak or write an article to share your story and expertise

Participate in Dynamic Chamber Benchmarking research and other surveys and studies from ACCE to grow the chamber knowledgebase

Provide targeted assistance to ACCE staff regarding prospective members. Warm intros from a peer go a long way

Consider additional financial support by elevating chamber membership to the Horizon or All ACCEss Pass levels

Facilitate introductions with businesses in your community which may want national exposure as sponsors or exhibitors

Consider ACCE staff for presentations, custom training and facilitated planning sessions either for your chamber staff events, board meetings and retreats, state chamber executive meetings or other large-scale events

## Board and Executive Committee Members Time and Travel Requirements



Thank you for your interest in a governance role with ACCE. We welcome all \*candidates and look forward to exploring this opportunity with you.

Serving as a member of our board of directors is a commitment that involves both time and travel. Please consider this carefully to ensure you can meet this obligation. Here is a brief outline of the expectations that come with board service:

- Directors will participate in at least three out of four scheduled board meetings each year. If a director misses all four, they may be asked to reconsider board service.
- Directors are responsible for travel expenses to/from board meetings. ACCE obtains a hotel room block at the best possible rate. We make every effort to keep travel costs economical and reasonable.
- Meetings are held four times per year:
  - January – this meeting is virtual
  - April – typically hosted by the chair in a location of their choice
  - July – held on the opening day of the Annual Convention in the host city
  - October – traditionally held in the Washington, DC area
- A typical in-person board meeting involves one overnight stay with a sample agenda as follows:
  - \*\*day one: mid-afternoon executive committee meeting  
evening board reception hosted by ACCE
  - day two: breakfast and board meeting, adjourning by 2:30pm
- Virtual meetings/conference calls held as needed; typically lasting 2 hours

\*Candidates must serve as the chief executive of an organization qualifying as a “chamber” according to ACCE bylaws. A limited number of staff professional positions considered separately. Organization must be a member in good standing.

\*\*Executive Committee members arrive in time to attend afternoon meeting. Directors arrive in time for reception.