



BOARD MEMBER JOB DESCRIPTION

MISSION: CCEDC FOSTERS ECONOMIC GROWTH AND DIVERSITY THAT RESULTS IN AN ENRICHED QUALITY OF LIFE FOR ALL.

VISION: A collaborative partner with stakeholders in leading strategic change in Columbia County, leveraging opportunities to be the gateway location for vocation, education, recreation, and avocation.

Reports to: Board President

Purpose: To serve the board as a voting member; to develop and monitor policies, procedures, regulations and strategic plan for the operation of CCEDC; to monitor finances; to secure funding and community support for CCEDC.

Tenure:

- Two year, staggered terms
- Each board member may serve for two consecutive terms
- At the conclusion of that service, every board member will rotate off the board for a period of at least one year

Meeting Requirements:

- Attend and participate in Board of Director Meetings - no consecutive meetings missed
- Serve on one or more committees and attend meetings
- Participate as an ad hoc committee member if appointed
- Attend board retreats, special meetings, in-service workshops and other board development activities
- Attend and participate in special events

Board Responsibilities:

- Establish policy
- Hire, supervise, evaluate and support the Executive Director
- Ensure that adequate funding is secured for all programs of CCEDC
- Monitor finances
- Maintain and update long-range plans and annual goals

Specific Duties:

- Attend and participate in Board of Director Meetings - no consecutive meetings missed
- Be well informed on issues and agenda items in advance of meetings
- Listen respectfully to others point of view
- Participate in organizational decision making
- Assume leadership roles in all board activities
- Contribute skills, knowledge and experience as appropriate
- Financially support the organization
- Participate in fundraising activities and process
- Educate yourself about the needs of CCEDC and the businesses and communities we serve
- Represent the organization to the public and to private industry