

CHAMBER  
OF  
COMMERCE

RULE  
BOOK

Richard William Favaloro, J.D.

## **Introduction**

If you want to know what the Chamber of Commerce is all about, you've come to the right place. The *Chamber of Commerce Rule Book* presents: 1. the Chamber Vision Statement (the Chamber's dreams, aspirations, ideals, ambitions); and 2. the Chamber Mission Statement (the broad goals the Chamber has chosen; the goals it should achieve; what it should do); and 3. the Chamber Duty Statement (the goals the Chamber has chosen for its people; the goals its people should achieve; what they should do).

### **1. VISION STATEMENT**

At the Chamber of Commerce, we provide truly outstanding community services, consumer services, and business services. We present and support local cultural events, including concerts, parades, athletic competitions, and arts and crafts exhibitions; we perform public service projects, including free educational programs, disaster relief support, and community renovation initiatives; and we identify and support plans to maintain and improve pleasurable living in our community. If you're a consumer, we help you define and fulfill your needs for goods and services, we offer free samples of many goods and services, and we help you learn about, and take advantage of, the many beneficial and delightful features of our community. If you're in business, however well-defined your business plan is (whether you know exactly what you should do, or you have just an idea, or you have no idea), we help you sell the services or products you have and buy the services or products you need. We are the Chamber of Commerce - *where business meets pleasure*.

### **2. MISSION STATEMENT**

At the Chamber of Commerce, our mission is to serve our community, our business community, and our member business community. • We aim to serve our community: by helping our people identify and fill their consumer needs; by donating samples of our member business services and products; by helping to plan, promote, and present successful local cultural events; by performing public community service projects; and by generally helping our people achieve pleasurable living in our community. • We aim to serve our business community: by helping consumers

find local business services and products; by helping local businesses find commercial service and product vendors; by providing social and networking opportunities to our local businesspeople; by providing management and educational resources for our local businesses; and by providing free custom business vision statement development to local businesses. • We aim to serve our member business community: by providing free or preferred access to the same services we provide for our non-member business community; by creating a member-friendly storefront, web site, and newsletter business presence; by creating public community service project opportunities; by offering Chamber of Commerce leadership opportunities; and by providing free custom business vision and mission statement development. • This is our mission, and we intend to constantly achieve it at the Chamber of Commerce.

### **3. DUTY STATEMENT**

**Committee Chair Duties.** Each month, each Committee Chair shall carefully read the Chamber Mission Statement. Five days before any monthly Board meeting, the Chair shall send an email to the Board Chair. The email shall present proposed goals, for the forthcoming month, for meeting the Chamber Mission regarding the Committee's subject matter. The Chair shall attend each monthly Board meeting and be prepared to discuss the proposed goals.

**Director Duties.** Each month, each Director shall carefully read the Chamber Mission Statement. If a Director receives by email from the Board Chair a Board Meeting Agenda before the meeting day, the Director shall carefully read it before the meeting day. Each Director shall attend each monthly Board meeting. If the Board Chair calls for a vote on a proposed goal, each Director shall cast the vote that, in that Director's opinion, best achieves the Chamber Mission.

**Board Chair Duties.** Each month, the Board Chair shall carefully read the Chamber Mission Statement. The Board Chair shall schedule a Board meeting for the third Tuesday of each month. Three days before the meeting, the Board Chair shall send an email to each Director and to the Executive Officer. The email shall present a Board Meeting Agenda, which shall: (1) state the day, time, and place of the meeting; and (2) state all proposed goals from all Committee Chairs; and (3) state all other proposed goals or items on which the Board Chair expects to call a vote; and (4) include any Executive Officer reports the Board Chair has re-

ceived since the last Board meeting. The Board Chair shall attend each monthly Board meeting and preside. Within three days after the Board meeting, the Board Chair shall send an email to the Executive Officer. The email shall present all Board-approved goals for the forthcoming month.

**Executive Officer Duties.** Each month, the Executive Officer ("Executive") shall carefully read the Chamber Mission Statement. When the Executive receives by email from the Board Chair any Board-approved goal ("Goal"), he or she shall make reasonable and competent professional efforts to meet that Goal. The Executive shall exercise final authority over, and be responsible for, the manner of meeting each Goal. Five days before each monthly Board meeting, the Executive shall send an email to the Board Chair. The email shall present a report on the Executive's degree and manner of meeting each Goal. The Executive shall attend each monthly Board meeting and be prepared to discuss meeting each Goal.

## **Conclusion**

The Chamber Vision Statement serves the Chamber and its people by helping them articulate Chamber Mission and Duty Statements. The Chamber Mission and Duty Statements serve the Chamber and its people by helping them decide, at any given time, what the Chamber and its people should do. When the Chamber acts to achieve its Mission Statement, the Chamber does what it should do. When the Chamber acts otherwise, it does not do what it should do. Similarly, when Chamber people act to achieve their part of the Chamber Duty Statement, they do what they should do. When they act otherwise, they do not do what they should do. The Chamber can redefine itself and what it should do by revising its Mission and Duty Statements. However, at any particular time these statements define what the Chamber and its people should do -- to make the Chamber the place *where business meets pleasure*.