



1098 Foster City Blvd,
Ste 106 #815
Foster City, CA 94404

info@fostercitychamber.com

www.fostercitychamber.com



FOSTER CITY CHAMBER OF COMMERCE BOARD OF DIRECTORS POSITION DESCRIPTION & AGREEMENT

Role of the Board of Directors

The **Board of Directors** of the **Foster City Chamber of Commerce** serves as the governing body responsible for setting policy, ensuring financial sustainability, and advancing the Chamber's mission. As **advocates for business growth, economic development, and community engagement**, Directors provide leadership and strategic oversight to support a thriving business environment in Foster City.

Each Director is elected for a **two-year term** unless appointed to complete an unexpired term. In accepting this role, Directors commit to **upholding the Chamber's mission, vision, and values**, fostering collaboration, and serving as stewards of the Chamber's success.

Essential Responsibilities

1. Governance & Leadership

- Uphold and support the **Chamber's mission, vision, and values**, ensuring alignment with strategic goals.
- Participate in the **formulation of Chamber policies** and provide input on key decisions.
- Work collaboratively with fellow Board members, the Executive Director, and staff to maintain high standards of leadership and organizational excellence.
- Advocate on behalf of the Chamber and its members, ensuring a **strong voice in economic development and business-friendly policies**.

2. Attendance & Participation

- **Board Meetings:** Directors are expected to attend all Board meetings. Any Director who misses **three (3) regular meetings** within a Chamber year (April 1 – March 31) will be automatically removed unless excused by the **Executive Committee**.
- **Events & Engagement:** Directors should make reasonable efforts to attend **Chamber events, special programs, and government meetings**.
- **Committees:** Directors must serve on at least one **committee or task force**, providing leadership and progress updates to the Board.





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3. Financial Responsibility

- Participate in discussions about the Chamber's **budget, financial sustainability, and funding priorities.**
- Vote on financial decisions, including the approval of the **annual budget and new initiatives.**
- Consider making a **personal or corporate financial contribution** to the Chamber at a level that is meaningful to their business or organization.

4. Advocacy & Community Engagement

- Represent the **interests of the Chamber's membership** and bring constructive feedback from members and the community to the Board.
- Defend and publicly support the **Chamber's positions and initiatives**, while maintaining professional discretion regarding personal views.
- Maintain relationships with **elected and appointed officials, business leaders, and community stakeholders.**

5. Confidentiality & Ethical Conduct

- Maintain the confidentiality of **Chamber business, financials, and strategic discussions.**
- Directors must **not disclose or distribute confidential information** from Board meetings, materials, or discussions.
- Directors may only speak on behalf of the Chamber when **authorized by the Chair or Executive Director.**

6. Professionalism & Conduct

- Adhere to the **Board Code of Conduct**, ensuring respectful, professional, and ethical behavior in all interactions.
- Engage in Board discussions in a **constructive and solutions-oriented manner.**
- Be informed on **Chamber policies, procedures, and initiatives** to serve as a knowledgeable representative.

7. Roles & Limitations

- Directors **do not manage day-to-day operations** or interfere with the **Executive Director's authority** as directed by the board.





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- Directors may not **unilaterally set policy, make financial commitments, or sign contracts** on behalf of the Chamber.
- Directors should **identify and recruit** potential Chamber members and sponsors, contributing to the Chamber's growth.

Experience & Qualifications

- Directors should hold a **position of leadership** within their business or organization.
- Project a **professional image** that aligns with the Chamber's standards and values.

Chamber's Mission, Vision & Core Values

Our Vision:

Be the region's leading catalyst for economic growth and community engagement, empowering businesses and shaping a prosperous future through collaboration and advocacy.

Our Mission:

The Foster City Chamber champions local businesses by fostering a thriving economic environment, advocating for business-friendly policies, and cultivating opportunities for collaboration, innovation, and growth.

Our Core Values:

- **Economic Empowerment** – Supporting businesses with the tools, knowledge, and connections to thrive.
- **Advocacy & Representation** – Championing policies and initiatives that foster economic growth and business-friendly environments.
- **Innovation & Opportunity** – Encouraging forward-thinking strategies and new business opportunities.
- **Collaboration & Connectivity** – Strengthening relationships between businesses, government, and the community.
- **Integrity & Excellence** – Maintaining high ethical standards, transparency, and sustainable financial practices.





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Serving as a **Director of the Foster City Chamber of Commerce** is a commitment to **leadership, advocacy, and economic empowerment**. Directors are expected to contribute their time, expertise, and resources to advance the Chamber's mission and strengthen Foster City's business community.

By accepting this position, each Director pledges to uphold the **Chamber's high standards of governance, professionalism, and community engagement**.

Business:	Name:
Email:	Phone:
By signing below, I am confirming that I have permission by my organization to participate. I have read and agree to the above.	
Signature:	

Please submit completed forms to ceo@fcbiz.org
You may also return it directly to the chamber staff.

