



Louisville Chamber of Commerce Board of Directors Guidelines (April, 2025)

These guidelines outline the expectations and responsibilities for serving on the Board of Directors of the Louisville Chamber of Commerce.

Commitment & Meetings

- **Monthly Board Meetings:**

- Attend and actively participate in a **2-hour Board meeting each month**.
- Prepare in advance and contribute to discussions and decisions.
- Missing three (3) unexcused meetings may result in removal from the Board.

- **Committee Participation:**

- Serve on or assist with **committee meetings and event programs** throughout the year.
- Expected to participate in **some** program committees such as Taste of Louisville, Annual Awards, Advocacy, and Membership. (Commitment varies depending on the project, some projects run for only a few months but the maximum commitment on a committee would be one hour a month)

- **Annual Orientation:**

- Complete a **half-day annual orientation** to align with Chamber goals and responsibilities. Typically in January each year.

Chamber Event Support

- Volunteer and support signature Chamber events programs and events.
- Volunteer when possible and help promote Chamber activities to the community.
- While no formal commitment is required, volunteers are encouraged to get involved whenever possible.



Signature Events:

- **Taste of Louisville** (First weekend in June annually)
- **Feel Good Festival** (Oct 18th in 2025)
- **Pints in the Park** (Last weekend in August annually)
- **Annual Awards Ceremony** (Jan or Feb)
- **Parade of Lights** (First weekend in Dec annually)

Representing the Chamber

- **Occasionally attend city and community events** to represent the Chamber and strengthen local partnerships.
Serve as a visible ambassador and voice for the business community.

Membership & Advocacy

- **Must be a Chamber Member in good standing.**
- Engage fellow Chamber members and assist with recruitment of new members.
- Share insights and concerns from the business community to inform Chamber strategy and advocacy efforts.

Governance & Fiduciary Duties

- Serve a **3-year term**, renewable for a second consecutive term (maximum of 6 years).
- If serving as Vice President and nominated as President, the term may be extended by one year.
- Vacancies on the Board are filled by majority vote of the Board of Directors.
- Provide fiduciary oversight of Chamber finances, policies, and programs.
- Maintain confidentiality and act in the Chamber's best interests.
- Abide by Chamber by-laws, policies, and governance standards.
- The Chamber does not take official political positions unless **unanimously approved by the Board**.

Equal Opportunity and Conduct

- Board Members uphold the Chamber's commitment to non-discrimination and fostering a welcoming, inclusive environment for all staff, volunteers, members, and the community.