



# Cedar Park Chamber of Commerce



U.S. Chamber of Commerce  
accredited



## CEDAR PARK CHAMBER BOARD JOB DESCRIPTION

*Adopted by the Board – February 2025*

Cedar Park Chamber of Commerce  
1460 E. Whitestone Blvd, Suite 180  
Cedar Park, TX 78613

512.260.7800

[info@cedarparkchamber.org](mailto:info@cedarparkchamber.org)

[CedarParkChamber.org](http://CedarParkChamber.org)

## **Position Title:** Board Member for the Cedar Park Chamber of Commerce

---

### **Purpose:**

The Board of Directors is responsible for overseeing the strategic direction, governance, and fiscal health of the Cedar Park Chamber of Commerce. Board members serve as ambassadors, advocates, and stewards of the Chamber's mission to promote and support economic growth, community engagement, and member success.

---

### **Responsibilities:**

#### **Governance & Strategic Oversight**

1. Attend and actively participate in board meetings and special sessions.
2. Collaborate with fellow board members to set strategic priorities and long-term goals for the Chamber.
3. Monitor the Chamber's financial health, approve budgets, and ensure compliance with applicable regulations and policies.
4. Review and evaluate the effectiveness of Chamber programs, initiatives, and events.

#### **Advocacy & Representation**

1. Act as a representative and advocate for the Chamber in the community, promoting its mission, values, and initiatives.
2. Engage with Chamber members, local businesses, elected officials, and community leaders to strengthen partnerships.
3. Support Chamber advocacy efforts on issues impacting the local business environment and economic development.

#### **Leadership & Commitment**

1. Serve on at least one committee, task force, or working group to advance Chamber priorities.
2. Attend Chamber events, programs, and activities to foster member engagement and visibility.
3. Actively recruit and retain Chamber members, sponsors, and event participants.

#### **Stewardship**

1. Uphold the fiduciary responsibilities of the Chamber, ensuring transparency, accountability, and alignment with the Chamber's mission.
  2. Support fundraising efforts through sponsorships, personal contributions, and donor outreach.
  3. Maintain confidentiality on sensitive matters and act in the best interest of the Chamber.
-

**Qualifications:**

1. Must be a member in good standing with the Cedar Park Chamber of Commerce.
  2. Demonstrated leadership in business, non-profit, or civic organizations.
  3. Passion for community development and a commitment to advancing the Cedar Park Chamber's mission.
  4. Willingness to dedicate time, expertise, and resources to fulfill board duties.
- 

**Commitment:**

1. **Term Length:** Board members serve a 3 year term, as outlined in the Chamber's bylaws.
  2. **Time Commitment:** Estimated at 4-6 hours per QUARTER, including board meetings, committee work, and Chamber events.
- 

**Benefits of Serving:**

1. Opportunity to influence and shape the economic and community development of Cedar Park.
  2. Build valuable relationships with local business and community leaders.
  3. Gain recognition as a leader within the Cedar Park business community.
- 

For additional information or to express interest in serving on the board, please contact Tony Moline, President and Chief Executive Officer at 512.260.7800.

---

*Approved by the Cedar Park Chamber of Commerce Board of Directors on February 2025*