

**Central Baldwin Chamber of Commerce  
Committee Description  
Board Education Committee**

**OBJECTIVE:**

The committee's objective is to orient all Board Members to their roles on the Board of Directors.

**FUNCTION:**

The Board Education Committee is the conduit through which new and existing Board Members learn and understand their participation on The Board of Directors.

**RESPONSIBILITY:**

It is the responsibility of The Board Education Committee to:

- Ensure that all board education materials are up to date and accurate
- Work with the Nominating Committee to focus on maintaining board diversity
- Hold new Board Member orientation / work sessions
- Assist in planning Board of Director retreats based on the needs of The Board
- Develop and update Board Position Descriptions

**REPORTING:**

- Provide a verbal / written update of Committee activity to CEO
- Provide a verbal Committee activity update at every Board Meeting
- Prepare relevant material for Board of Directors' meetings when action is recommended

**NOTE:**

It is the responsibility of the Executive Director to assign a 'key staff' person to the Committee