

November 17, 2022

## **Chamber Board Member Proposed Duties, Effective January, 2023**

This is a guideline. There will be overlap between roles, and coordination between people for the best outcome. Member code of conduct and expectations.

### **President (1)**

1. Primary Spokesperson for the Chamber and External Communications
2. Overseeing the overall control of Executive Board and Chamber operations
3. Lead member meetings
4. Deal with issues, communication
5. Delegation, problem solve
6. Ultimately responsible for the success of the Chamber
7. *Suggestions for a check and balance process?*

### **Immediate Past President (2)**

1. Guide and assist President as needed with previous or current information to conduct Chamber business, as assigned by President or Executive Board

### **Vice President (3)**

1. Perform duties for President in their absence
2. Help prepare for general and executive meetings
3. Assist with delegations
4. Guide and assist President and Executive Board as needed with previous or current information to conduct Chamber business
5. Assist Treasurer duties in their absence

### **Treasurer (4)**

1. Balance bank statements, Make deposits, manage all money and financial transactions
2. Create and present financial reports
3. Update back end of website with member payments received in PO Box
4. Manage Paypal account
5. Bring updated list of members to mixers for the drawing
6. Check in table, take payments at events, manage mixer money
7. Responsible for all IRS communications, filings and/or 501c3 status
8. Bring statements to board meetings for access and review
9. Report monthly activities at each monthly board meeting

### **Secretary (5)**

1. Takes and posts minutes on website
2. Assist as needed
3. Mail paper copies of invoices to members that don't have emails or accounts
4. Ensure email list is accurate
5. Ensure Zoom meetings are created
6. Report monthly activities at each monthly board meeting

**Marketing (Member at Large) (6)**

1. Social Media: Monitoring, responding, sharing content, Facebook, Instagram, LinkedIn, Twitter, GMB, cover photos, timeline, etc.
2. Email Newsletters, managing the list of subscribers, creating content, designing, writing, testing
3. Member of Month Videos - interviewing member, gathering content, creating and editing video, approval, testing, publishing
4. Digital Advertisements (Creating and managing Facebook, Instagram, ad campaigns, boosts)
5. Website content (slider), edit new member/renewals, scholarship
6. Website Member Profiles
7. Website Calendar Events
8. Report monthly activities at each monthly board meeting

**Membership Mentor (Member at Large) (7)**

1. Onboarding, new member website training, welcome packet
2. Works closely with the Treasurer on member payments, and Events Coordinator for new member ribbon cuttings, anniversary celebrations, etc.
3. Report monthly activities at each monthly board meeting

**Membership Recruiter (Member at Large) (8)**

1. Recruit new members
2. Update website members
3. Report monthly activities at each monthly board meeting

**Membership Retention (Member at Large) (9)**

1. Monitor and remind members of renewals
2. Works closely with the Treasurer on member payments, and Events Coordinator for new member ribbon cuttings, anniversary celebrations, etc.
3. Mail paper copies of invoices to members that don't have emails or accounts
4. Report monthly activities at each monthly board meeting

**Events Coordinator (Member at Large) (10)**

1. Scheduling, managing, coordinating member mixers
2. Create Facebook Events
3. Coordination of General Meetings, Annual Meetings, Ribbon Cuttings, Mixers, other events
4. Add events to website calendar
5. Board Member Appreciation Day
6. Take pictures and post from Events
7. Report monthly activities at each monthly board meeting