

# **GHCC Committee Structure**



## ***Committee Chairperson Expectations:***

- ❖ Member of the board of directors
- ❖ Reports to the board on decisions and progress made on a monthly basis
- ❖ Responsible for assembling and managing a committee; encouraging volunteers
- ❖ In charge of planning, directing and implementing with specific detail assigned tasks to committee members designated for each program for the benefit of the Chamber
- ❖ Ensure mentoring and grooming of committee members for future chairmanship role
- ❖ Preparing an agenda and chairing meetings
- ❖ Create a budget for each project within that committees set budgeting constraints
- ❖ Responsible for ensuring that due diligence is made for monitoring expenses
- ❖ Review accomplishments to ensure they are meeting board directives.

## **Ambassador Committee:**

### **Mission/Goal:**

- ❖ To orient new members and ensure the participation of all members in Chamber Programs.
- ❖ Devise and implement strategies to ensure member participation and satisfaction.

### **Major Activities:**

- ❖ Greet attendees at Chamber events.
- ❖ Through a call program, contact members each month alerting them to upcoming events or means of participation.
- ❖ Obtain raffle items for networking events
- ❖ Hold New Member Orientation Programs

## **Program Committee:**

### **Mission/Goal:**

- ❖ To devise and ensure the production or programs which bring members together for business & pleasure and ensure the return of non-dues revenue to the Chamber.
- ❖ Responsible for planning, directing & implementing the details of each event.
- ❖ To produce and/or promote educational and professional development programs and projects that meet the business and professional needs of Chamber members.
- ❖ The committee will continue with the currently established activities and work to create additional venues that could become a revenue generator and potential annual event.

### **Major Activities:**

- ❖ Monthly Business After Hours
- ❖ Chamber Annual Dinner

## **Marketing Committee:**

### **Mission/Goal:**

- ❖ To devise and implement strategies to recruit new members into the Chamber.
- ❖ Review membership benefits and recommend action on proposed existing benefit programs and services offered by the Chamber to its members.
- ❖ To create additional revenue generating marketing products such as community maps and/or inserts distribution in community paper, and utilizing the website to be profitable.

### **Activities:**

- ❖ Annual Membership Directory & Community Guide
- ❖ Promote the free benefits for members on the GHCC website/email advertising.

## **Membership Committee:**

### **Mission/Goal:**

- ❖ Recruit new members and increase membership by 10%.
- ❖ Provide feedback to board or appropriate committees
- ❖ Cultivate a connection within Town offices to create resource in being aware of new businesses establishing in the community.

### **Activities:**

- ❖ Conduct membership recruitment programs & visit new and existing business to obtain members.

## **Business – Education Partnership Committee:**

### **Mission/Goal:**

- ❖ To initiate and provide a partnership with the educational community to increase educational quality and content to reflect the needs of the business community.
- ❖ Responsible for soliciting and selecting Businesses, Citizens and Junior Citizens of the Year.
- ❖ Develop a school to career program such as job shadowing and/or internships by working with the Technical Career Center at Alvirne.

### **Activities:**

- ❖ Promote the Businesses, Citizens and Junior Citizens of the Year submission and selection process.
- ❖ Select the honorees for the Annual Dinner

## **Executive Committee:**

**Mission/Goal:** Assist the board of directors to govern more efficiently and can act on behalf of the board when the entire board directors are unable to meet. Act as a facilitator for performance evaluator of staff and director conflicts.

**Activities:**

- ❖ Will act as the Officer & Director Nominating Committee to solicit and submit to the board nominees for officer seat and aid in the pursuit of business members interested in serving as a director.
- ❖ Accepts powers between board meetings.
- ❖ Sets monthly Board meeting agenda
- ❖ Review policy and personnel issues

## **Governmental Affairs Committee:**

**Mission/Goal:**

- ❖ To support local economic development initiatives that improve the economic climate, inform Chamber members about economic development issues and maintain a communicative connection with local business and governmental leaders.
- ❖ This committee should develop a group of interested members to review the current ordinances and if necessary propose changes to the appropriate governing board (the planning board).
- ❖ Conduct Annual Member Surveys and evaluate member concerns. Potentially taking action on behalf of business.
- ❖ Track business bills discussed in Legislative Sessions, communicating and educating the Chamber members about important issues affecting their business. Potentially alerting the board of impacts and developing a position for action set forth by the board.
- ❖ Utilize the Business & Industry as well as the US Chamber of Commerce membership on behalf of our members.

**Activities:**

- ❖ Hold forums to educate members about business issues.
- ❖ Continue to maintain membership with Business & Industry in order to continue to circulate the weekly Legislative Review.

## **Budget/Finance Committee:**

**Mission/Goal:**

- ❖ To provide fiscal support and to ensure sound financial conditions of Chamber resources.
- ❖ Chaired by the Treasurer

**Activities:**

- ❖ Review and audit financial records for the previous year (February)
- ❖ Prepare the Annual Budget (October) for board approval (November)

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