

EXECUTIVE TEAM

PURPOSE: The Executive Team shall assist and advise the Chairman

The Executive Team shall be vested with the powers of authority as are delegated to it by the Board of Directors. The Executive Committee may act for the Board of Directors when the Board is not in session, but it shall be accountable to the Board for any action taken.

STEERING TEAM

PURPOSE: Provide advice and help steer the strategic and annual planning process and the development of the plan itself.

GOVERNANCE TEAM

PURPOSE: To assist the Board of Directors to ensure the Chamber has an effective framework that enables the Board to be as effective as possible in carrying out its responsibilities. Key Responsibilities include Board Nomination/Elections, Board of Director Orientation & Development, By-Law Review & Organizational Self-Assessment, etc.

FINANCE TEAM

PURPOSE: To provide financial analysis, advice and oversight of monetary position to ensure sustainability and enforce ethical standards. Key Responsibilities include drafting the annual budget, regular review of financial condition and oversight of financial & investment policies, etc.

MEMBERSHIP TEAM

PURPOSE: To review and recommend strategies, procedures and best practices for increasing and enhancing Chamber membership, and other initiatives aimed at recruitment and retention of members. Some Key Responsibilities include New Member Orientation, Member Networking Events, Annual Membership Survey, Membership Benefit Menu & Dues Structure, Annual Report/Annual Dinner, etc.

MARKETING TEAM

PURPOSE: To enhance the image of the Chamber, it's members and the community through strategic promotion and advertising. Some Key Responsibilities include development and execution of Chamber annual Marketing Plan & Budget, maintaining website traffic & content, planning & executing new marketing campaigns, production of all Chamber marketing publications, opportunities for Member promotion, etc.

PROGRAMMING & EVENTS TEAM

PURPOSE: Offer high-quality & relevant signature events for members, their employees, and the broader business community. Key Responsibilities include conducting an annual review of all Chamber key events & programs, oversee implementation of all new Chamber programs & events, planning and execution of several of the Chamber's key events – Expo, Autumn Celebration, Hometown Holidays, Community Day Showcase, and identifying ways to support other community events.

EDUCATION & DEVELOPMENT TEAM

PURPOSE: Seek out information from a variety of sources to provide educational opportunities and resources for members and their employees. Key Responsibilities include Business Education Series, Legislative Events, Business Resource Guides/Library, etc.