



Greater Hewitt Chamber Committee Position Application

Thank you for your interest in supporting our businesses and community. Committee applicants will be presented to the President and qualified candidates will then be appointed by the President to the Board of Directors for review and final approval. Committees meet as needed but no more than six times each year.

Bylaws Article 7 Section 3: *The President shall appoint committees, other action groups, standing committees and number of members as provided in Article V, Section 1 to serve three-year terms so that continuity of knowledge of the work of committees will be preserved. Other committee members may be appointed by the President to serve for one-year terms.*

***Awards**

Review new member, business and chamber volunteer support and presents a recommendation for business awards and is available to directors only. Awards are presented at the chamber's annual banquet by the committee and President. Awards Committee meets once during 4th quarter (4 available).

Banquet ___ Chair ___ Member

Assist with profit projection, theme, ticket sales, decorations and set-up/tear-down. The committee is expected to meet as needed and work the day of event taking place in January (10 positions available).

Budget ___ Chair ___ Member

Meets in September to review current year operations and prepare the chamber's upcoming budget. The committee consists of the Incoming and Outgoing Presidents, Treasurer and Executive Director.

Bylaws ___ Chair ___ Member

Meets to discuss changes according to chamber procedures, policies, personnel and standards, communicate amendments to Executive Committee and Board of Directors for approval (4 available).

Commerce and Communications ___ Chair ___ Member

Assist City of Hewitt in promoting business development and expansion, develop strategies to increase quality of life, maintain regional partnerships and actively support McLennan County Chamber Alliance. City and Chamber will plan to collaborate for quarterly luncheon updates including city, chamber and real estate opportunities. Present ideas for website traffic increase, branding, sponsorships and publications. Increase presence on Facebook, Twitter & LinkedIn and actively shares chamber posts and the committee will plan one annual joint workshop with Hewitt's City Council (6 available).

Golf Tournament ___ Chair ___ Member

Assists goal setting, theme, sales, door prizes and raffle; Members meet as needed, are encouraged to work a 2-4 hour shift during the tournament and stuff goodie bags (10 available, September).

Long Range Planning ___ Chair ___ Member

Set long-term goals, provide vision for the Chamber and meet as needed to evaluate organization progress (Executive Committee, 6 available).

Membership ___ Chair ___ Member

Provide input for membership growth, assist with business commercials at luncheons and introduce visitors. Bring fresh ideas for membership drive, prizes and recruiting process (10 available)

***Nominating**

The President appoints a five member committee (made up of directors only), subject to approval of the Board, that will give due consideration to an equitable distribution of nominees among different types of businesses and professions represented in the membership of the Chamber. The Committee shall prepare a list of qualified nominees, after determining whether the nominees are willing and able to serve. If the list is unanimously accepted by the Board in a meeting in which a quorum is present, those individuals listed shall become new board members without further action. However, if the list is not unanimously accepted by the Board, the list shall be presented to the Chamber membership (5 available).

Scholarship ___ Chair ___ Member

Present recommendation of funds, discuss fundraising options to develop additional monetary support; Assists with application process, presents checks to winners at banquet. This committee meets once to discuss details and applicant deadline coordination (5 available).

Nacho Daddy’s Car Show, Color Run & Tex Mex Fest ___ Chair ___ Member

Assist with profit projection, sales, registration, dominos/washer tournament recruitment and organization. Assist with set-up/tear down and work the day of the event. The committee meets two-three times for planning sessions and communicates event progress with staff through phone calls and e-mail (10 available, May).

Creekside Spooktacular ___ Chair ___ Member

Assist with sponsorship and vendor recruitment, costume contest, set-up and tear down. The committee is expected to work the day of event (5 available, October).

*How many committees are you willing to serve? ____ *How many committees are you willing to chair? ____

*Chairperson duties include the responsibility of communicating committee progress to the Chamber staff and Board of Directors.

I agree to provide commitment and input toward the committee(s) selected above.

Name _____ Business _____ Position/Title _____

E-mail _____ Phone _____ Date _____

**Ad hoc: Formed for a specific task or objective then dissolved after the completion of the task or achievement of the objective.*

For Office Use Only:

This applicant is in good standing with the chamber, has been appointed by the President and approved by the Greater Hewitt Chamber of Commerce Board of Directors.

Approved By: _____ Date of Approval: _____