

Greater Hewitt Chamber Role Summaries

Staff Role – Paid Position

Execute Mission, Goals, Projects, Communications and Community Initiatives
Provide resources to Members, Residents, Businesses & Visitors
Manage operations, financials, development and organization goals
Organize and execute marketing and overall event / initiative details
Chamber and event marketing decisions
Oversee, organize, monitor and provide support to committee operations
Manage Ambassadors, volunteers, activity and assignments
Manage clear communications
Report and provide support to the Board of Directors
Maintain positive, professional relationships and Chamber reputation
Communicate complaints to the Executive Committee

Board Member Role - Volunteer Position/Members Only

Govern Staff and Monitor Chamber Operations
Review / Approve Operations Monthly
Review / Approve Annual Reports and Audits
Evaluate Staff Performance 2 times per year (Exec. Committee)
Attend Strategic Planning, Participate in Goal Setting and Action Plans
Earn \$500/Quarter Hewitt Dollars/year through volunteering and fundraising
Provide Leadership and Professional Guidance to Staff, Ambassadors and Volunteers
Follow Commitment Form Expectations and Professionally represent chamber
Serve on a Committee and Sell Raffle tickets
Review member complaints and take action when necessary

Ambassador Role - Volunteer Position/Members Only

Attend Events
Recruit and Retain Members
Positively Represent Chamber as an extension of the Board
Invite Guests to Events
Sell Raffle tickets
Earn \$400/Quarter Hewitt Dollars/year through volunteering and fundraising
Share events and images from Chamber's Facebook Page
Committee and/or volunteer service is encouraged
Professionally represent chamber
Board Representation Eligible

Committee Member Role - Volunteer Position/Members Only

Be teachable and coachable
Provide input and communicate fresh ideas for chamber events
Support Chamber Staff/Committee needs by attending meetings/e-mail communications
Volunteer at the Signature event you're serving
Sell Raffle tickets
Confirm Donations/Sponsorships when serving on committee (*committee service is for members only)
Share events and images from Chamber's Facebook Page
Professionally represent chamber
Provide report to Board of Directors
Chairperson responsible for communicating extenuating circumstances and results in debrief report