Board of Directors Handbook

GREATER Hewitt CHAMBER

Introduction

Thank you for your service to the Greater Hewitt Chamber! Organizations need a dedicated group of leaders working together to advance a mission. To achieve goals and create positive community growth, board governance requires a vision, strategy, leadership and team efforts. Our team is excited for you to be a part of this journey! Please utilize this handbook as a resource and always feel free to contact the staff with any questions along the way.

Contents

- Organization Mission
- History
- Budget Overview
- Organization Flow Chart
- Membership Statistics
- Commitment Form
- Organization Roles: Staff, Exec Committee, Board, Ambassadors & Committees
- Chair Positions
- Resources, Documents & Training
- Executive Committee Orientation
- Partnerships
- **Sources**: GHCOC, Texas Association of Business, Texas Chamber Executives, Cooper Foundation, Secretary - State of Texas, US Chamber

Our mission:
Since 1978, our mission has been to promote an environment of goodwill and prosperity among businesses, residents and civic organizations in the greater Hewitt area. We strive to foster, protect and promote the commercial, industrial, civic, agricultural and general interests of the Hewitt community.

RAMADA

Serving Members, Visitors & Residents

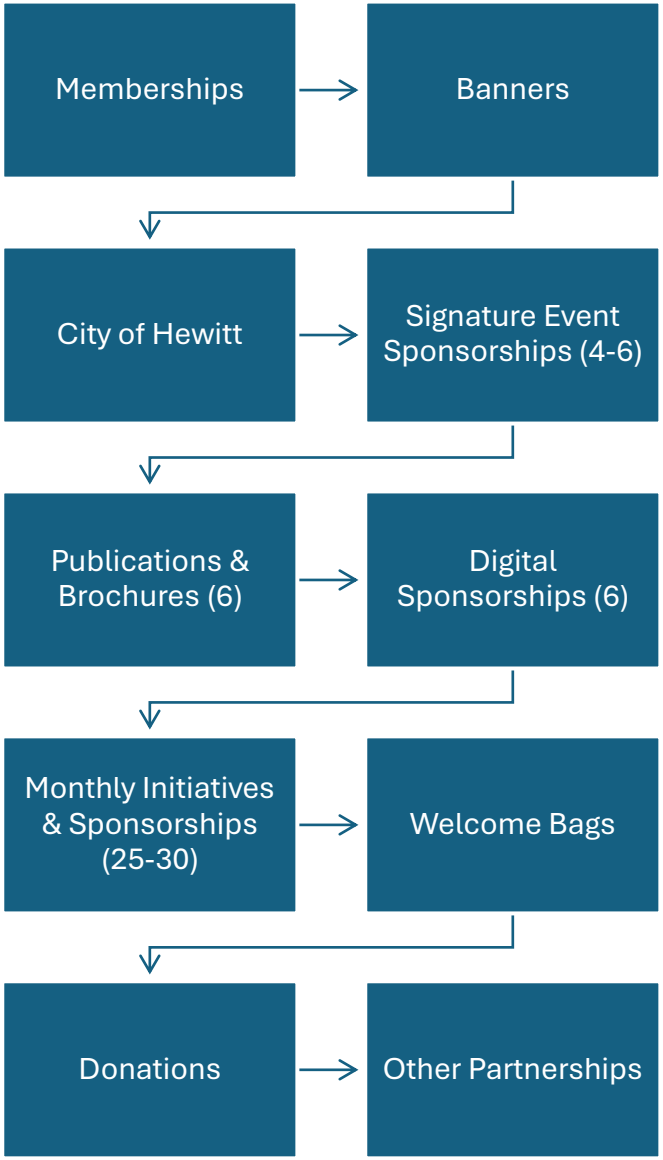
SLEEP INN & SUITES

Referrals
Credibility & Visibility
Networking/Connections
Leadership Opportunities
Sponsorships and committees
Business Education
Resources

Entertainment
City Amenities
Accommodations
Community Guide
History
Publications
Resources

City Amenities
Utilities Information
Community Profile
Welcome Bags
Connections
Volunteer
Opportunities
Resources

Annual Budget: Sources of Revenue (53% = non-dues revenue)



MEMBERSHIP COMPOSITION & POPULAR PERKS

90% LESS THAN 30 EMPLOYEES (*464 MEMBERS, 10.7.26)

34 % WACO, 32% WOODWAY, 30% HEWITT, 4% OTHER

GHCOC logo use for marketing & branding credibility

Print & website directory listings

Promote specials in e-bulletin & our social media

Include items in Welcome Bags

Member Spotlight in Hewitt Express magazine

Job postings on website/profile

Networking Opportunities

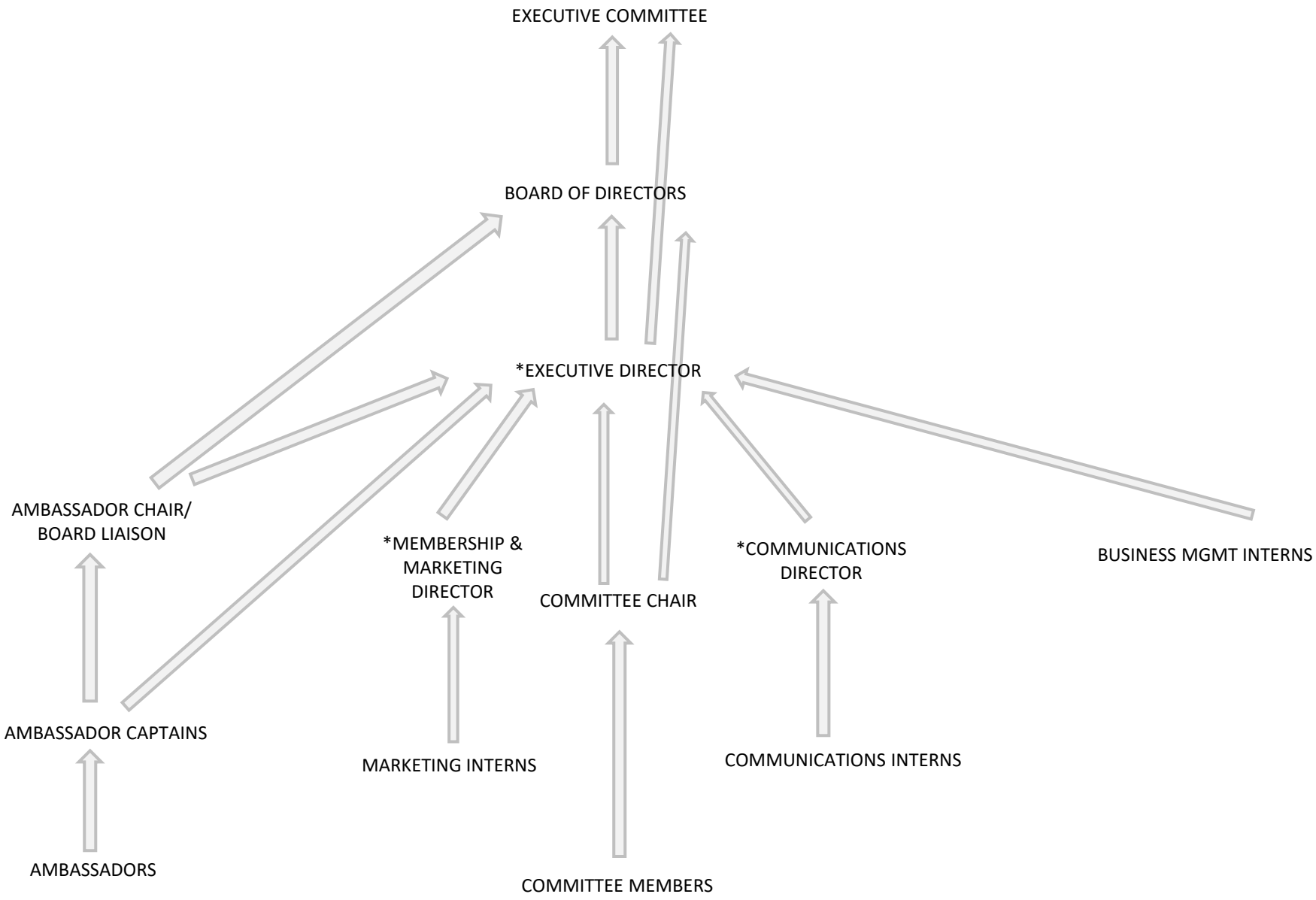
Ambassador and Committee Service

Membership Orientation, Coffee & Happy Hour with the President

Ribbon-Cutting Ceremony

Demographics Resources

ORGANIZATION FLOW CHART: RESOURCES AND COMMUNICATION



The Greater Hewitt Chamber's operations are monitored by the Executive Committee and Board of Directors. Office Operations and staff are overseen by the Executive Director. All staff members report to the Executive Director, and the Executive Director reports to the Board. The Communications Director will also work with Interns on research and advertising projects. The Communications Coordinator may be a resource and assign tasks as needed and the ED is out of office. * = Paid position. Rev. 8.1.24.

GHCOC DOCS, HUMAN RESOURCES & STANDARD OPERATING PROCEDURES LIST

- Accounting Procedures
- Ambassador Roster
- Articles of Incorporation
- Audit
- Board Code of Conduct
- Board Evaluations
- Board Handbook
- Board Minutes
- Board Misconduct
- IRS c6 Designation
- Audit Reports
- Bylaws
- Board of Directors Roster
- Board Commitment Form
- Committee & Ambassador Applications
- Directors & Officers Insurance Policy
- Discipline Forms
- Donation Requests
- E-mail Communications
- Emergency Plan
- Facebook Group
- W-9, I-9, 990
- Incident Reporting SOP
- Inclement Weather SOP
- Job Descriptions
- Membership Orientation
- Monthly Meeting Materials
- OT Reports
- Performance Evaluations
- Personnel Policy
- Processing Checklists
- PTO Reports
- Quarterly IRS/TWC Reports
- Sales Tax Exemption
- Simple IRA Plan
- Social Media Policy
- Specials Events Insurance Policy
- Staff Orientation
- Staff Request Off
- Staff Training
- Surveys
- Staff Mileage Reimbursement
- Strategic Plan
- Timesheets
- Time Off Request Forms
- Training Opportunities

GOVERNANCE & MANAGEMENT: SUMMARY

Management - Staff/Paid Role

- Serve Membership, Residents and Visitors
- Human Resources Management
- Community Development
- Organization Communications
- Marketing Decisions
- Office Management & Compliance
- Financial Reporting and Budget
- Accounting and Reconciliations
- Manage Quoting or Bid Discussions
- Provide Support, Resources and Information
- Manage IRS Designation(s)
- Follow Employee Personnel Policies
- Follow Operational Procedures
- Audit and 990
- Insurance Renewals Management
- Contract Management
- Relationship Management
- Project Management
- Asset Management
- Membership, Donations & Trades Management
- Uphold positive organization reputation

Governance - Board/Volunteer Role

- Uphold Mission and Bylaws
- Uphold positive organization reputation
- Follow Board Commitment Form
- Ensure Adequate Resources
- Annual Budget Approval
- Committee Service and Input
- Review of Monthly Financials
- Organization Interests over Personal and Professional
- Asset Protection
- Compliance Review
- Obedience and awareness of applicable non-profit laws and regulations
- Fiduciary Oversight
- Recording of Minutes
- Review of 990
- Goal Setting and Strategic Plan Participation

Board Member Support documents:

- **Cooper Foundation Non-Profit Board One-Pager*
- **Chamber Inner Circle Pros*
- **Important Strategic Questions for Boards*
- **Resources Link:* Nonprofit Resources | Cooper Foundation (cooperfdn.org)

ORGANIZATION ROLES: MANAGEMENT - STAFF

- Paid Position(s)
- Execute Mission, Goals, Projects, Communications and Community Initiatives
- Provide resources to Members, Residents, Businesses & Visitors
- Manage operations, projects, procedures, financials, development and organization goals
- Organize and execute marketing and overall event or initiative details
- Chamber and event marketing decisions
- Oversee, organize, monitor and provide support and clear communications to committee operations
- Manage Ambassadors, volunteers, activity and assignments
- Manage clear communications between directors, volunteers, residents and partners
- Report and provide support to the Board of Directors
- Maintain positive, professional relationships and Chamber reputation
- Review and present member complaints to Executive Committee
- Communicate complaints to the Executive Committee
- ***Also includes but not limited to upholding of Mission, Bylaws, Personnel Policy, Standard Operating Procedures & Policies and Accounting Procedures***

ORGANIZATION ROLES: EXECUTIVE COMMITTEE

Executive Committee Role*: GHCOC Bylaws, Article 5*

The Executive Committee shall be composed of the President as Chairman, Vice President, Directors At-Large (2), the Treasurer, the Secretary, and the Immediate Past President (**see Bylaws for position descriptions*). The Executive Committee may meet as needed. It shall be the function of the Executive Committee to act, when considered necessary by a consensus of the members of the Executive Committee, in an executive capacity between meetings of the Board of Directors, upon matters requiring immediate attention and in cases where it seems impracticable to have a special meeting of the Board of Directors.

The Board may, from time to time, delegate such other powers and functions to the Executive Committee, as the Board may deem advisable. The Executive Committee holds the responsibility of the Nominating Committee except as may be otherwise stated in these Bylaws. Any vacancies of the executive committee will be filled as follows: The President will nominate the individual and he will be subject to board approval before taking on the responsibility. The individual will serve out the remainder of the term. The Executive Committee will have the responsibility to suggest salary and bonus for each employee which would be presented to the budget committee for formulation into the budget. Once the budget committee has formulated the budget and the budget has been reviewed and approved by the Executive Committee, it will be submitted to the Board of Directors for final approval. The duties of the Executive Committee shall also include, but are not necessarily limited to the following:

ORGANIZATION ROLES: EXECUTIVE COMMITTEE

- Hire the Executive Director and propose a compensation package, subject to Board of Director approval
- Meets quarterly and as necessary
- Serve in an advisory capacity to the Board of Directors and the Executive Director
- Act as Steering and Long-Range Planning Committees for the Board of Directors
- Serve as a Personnel Committee for employment matters concerning staff and address workplace issues related thereto.
- Conduct Research to assist in Strategic Planning.
- Establish committees and task forces except as may be otherwise stated in these Bylaws.
- Provide leadership and insight to the Board of Directors and the Chamber membership.
- Take the lead on the education of Board members
- Evaluate Executive Director Performance 2 times per year
- Completion of (1) full 3-year term of prior board service required before eligible for nomination

ORGANIZATION ROLES: EXECUTIVE COMMITTEE

1. **New Officers Preparation**
    a. 6 Year Commitment
    b. Important Partnerships Overview
    c. Executive Committee Meetings (2-3 x/year, as needed)
    d. Resources (to be provided for reference by Staff)
        - Chamber Depot History/City Building
        - Exec, Board, Ambassador Committee Member, Ambassador Captains and Staff Roles
        - HR Docs
        - Projects & Events/Revenue Resources
        - Audits
        - Signature Cards
        - Financial Procedures
            - Disbursements, processing, reconciliations (ED Tasks)

2. **Disbursements -** 2 approvals required if over $100
    - Bi-weekly (15th and 31st)
    - Review electronic transfers
    - Review/approve invoices
    - Sign checks/Initial invoices
    - Review/Approve Payroll

ORGANIZATION ROLES: EXECUTIVE COMMITTEE

3. **Incoming/Outgoing Presidents' Meeting**

- Budget w/ Budget Committee
- Annual Write up for Publications
- Committee appointments process – Ad Hoc
- Annual report (video/banquet, Outgoing)
- Presidential Video for Banquet
- Disbursements Process
- Staff / ED Performance Reviews
- Executive Meetings
- Quorums
- Excused board meeting absences
- Agenda review and board meeting preparation
- Strategic Plan Annual Review
- Commit to 2 Signature Events
- Mentorship and facilitation of incoming President

4. **Human Resources – Executive Director Responsibiliti**

- Performance Evaluations (2 minimum/year)
- Office Management
- Leadership
- Payroll liabilities
- TWC Reporting and IRS 941 Reporting
- Organization operations
- Accounting Procedures
- Mileage Reimbursements
- Direct Deposits
- Simple IRA for Staff
- Job Descriptions
- Timesheets
- Training
- Partner Organization support
- Interns

ORGANIZATION ROLES: EXECUTIVE COMMITTEE

5. **Review Board Meeting Procedures**
    - Minutes
    - Quorum
    - Voting – Approval/Acceptance Items
        - Acceptance – Financials
        - Acceptance - Ambassadors – Minutes documentation (approved by Ambassador/Exec committee before board meeting)
        - Acceptance – Audit presentations
        - Approval - New Members, Minutes
        - Approval – Board Members, Ad Hoc Committees/New Events & Committees, New Rates, New Policies, Bylaws Revisions, Budget amendments, Donations from events, staffing, paid interns
    - Committee Reports
    - Closed Session

a. Review Annual Meeting Reports (video by outgoing/incoming presidents to be shown at banquet/celebration)

b. Review Current Committees

ORGANIZATION ROLES: PRESIDENT

PRESIDENT

The principal officer of the Chamber shall be the President, who shall preside at all the meetings of the Chamber and of the Board of Directors. He shall, subject to the approval of the Board, appoint all committees and other action groups except the Executive Committee, and he shall be an ex-officio member of these committees. He shall preside at the annual meeting of the Chamber and at such other times as he deems proper, he shall recommend or suggest to the membership and the Directors such actions as may tend to promote the prosperity of the community and increase the usefulness of the Chamber. He shall have general supervision of the business and affairs of the Chamber and shall assist in formulating and promoting the general program of the Chamber. He shall be a member, and the chairman, of the Executive Committee. He shall submit an annual report on the activities of the Chamber to the membership. The annual report shall contain only a basic overview of the Chambers accomplishments for the year. The President shall hold office for a regular term of two years. He shall have authority to sign all contracts, notes, or other obligations of the Chamber and to execute deeds, mortgages or deed of trust, when so authorized by the Board of Directors and any other officer shall attest his signature on such documents.

The duties of the President shall also include, but are not necessarily limited to, the following:

- Utilizing the Past President as a mentor.
- Manage Chamber business directly with the Executive Director.
- Lead meetings to ensure all Board Members have input and ample facts, documentation and/or time for critical decision making.
- Develop agendas with the Executive Director for Board and Executive Committee Meetings that facilitate policy and necessary decision making
- Take reasonable steps to ensure that various viewpoints have the opportunity to be heard
- Ensure there is an annual review and development of a strategic plan.
- Propose revisions to the Bylaws and/or operations to the Board, appropriate committees and/or staff, when applicable.
- Chair the personnel committee.
- Act as a mentor to the Vice President
- The President will be conducting the quarterly staff evaluation for the Executive Director with another member of the Executive Committee.
- The President will commit to attend 2 out of the 4 signature events (Annual Banquet, Nacho Daddy Car Show, Golf, Dog Days, Spooktacular).

ORGANIZATION ROLES: VICE PRESIDENT

VICE PRESIDENT

The Vice President shall act in the absence or disability of the President and shall also perform such other duties as may be delegated to him by the Board of Directors and the President.

The duties of the Vice President shall also include, but are not limited to the following:

- Work Closely with the Executive Committee and Executive Director.
- Assist the President as may be requested or needed.
- Utilize the President and Immediate Past President as mentors to prepare the Vice President for the office of President.
- Engage with the Executive Director to learn internal processes of the Chamber to prepare for the office of President.
- Assume the duties of the President if the President is absent or unable to serve
- Succeed to the office of President for the unexpired portion of the term in the event of the death, resignation, removal or disqualification of the President.
- Represent the President and Chamber at key meetings, as requested.
- The Vice President shall assume the office of the President of the Chamber following their two-year term of office as Vice President, unless he is required to sooner assume the role of President.
- The President and Vice President will share the responsibilities of conducting staff evaluations quarterly with another Member of the Executive Committee.
- The President and Vice President (along with the Past President) commit to attend 2 of the 4 signature events (Annual Banquet, Nacho Daddy Car Show, Golf, Dog Days, Spooktacular)
- The President and Vice President and will share the responsibilities of attending GHCOC events as the spokesperson on behalf of the Chamber. This includes, but is not limited to, Business After Hours, Ribbon Cuttings, and Monthly Events, at the discretion of the President.

ORGANIZATION ROLES: AT-LARGE

AT-LARGE

Two Directors At-Large shall perform the duties at the discretion of the President, shall also include, but are not necessarily limited to, monitoring board attendance requirements and Chairperson positions.

Directors At-Large are required to serve on the Board of Directors prior to being eligible to serve as Directors At-Large. Directors At-Large are not required to assume the office of the Vice President.

ORGANIZATION ROLES: TREASURER

TREASURER

The Treasurer shall be the custodian of the funds of the Chamber, causing all such funds to be deposited in its name in a depository bank. He shall require that all incoming funds be transmitted first to the Chamber's offices where the Chamber staff shall record, or cause to be recorded, all payments of funds to the Chamber prior to depositing of such funds to the Chamber's credit in the regular depository. All checks or vouchers issued against the Chamber's account or accounts shall be signed by two designated signers (President, Treasurer, or other signers as designated by the Board of Directors and duly recorded at the bank where the Chamber's account is held). The Treasurer shall review financial reports, at least quarterly, and monthly when possible, and present them to the Board of Directors. At the expiration of his term of office, the Treasurer shall deliver to the Board all books, papers, records, and property of the Chamber which may be in his possession.

The duties of the Treasurer shall also include, but not necessarily be limited to the following:

- Work closely with the Executive Director and Executive Committee on the day-to-day decisions in between Board of Director meetings.
- Work closely with the Executive Director and audit firm.
- Chair the Budget Committee.
- Review the disbursements in accordance with the GHCOC budget.
- Ensure the staff makes deposits and pays bills in a timely manner and report delays to the Executive Committee.
- Ensure monthly financial statements are produced and presented to the Board of Directors.
- Work with the Executive Committee and Budget Committee in the preparation of a preliminary annual budget from feedback received from Chamber members and staff and presentation of the budget to the Board of Directors for approval prior to the calendar year end.
- Prepare the incoming Treasurer and be available for assistance and counsel, as may be needed, through the first year of office of the new Treasurer.
- The Treasurer will be responsible for reviewing reports prior to the issuance of performance bonuses.

ORGANIZATION ROLES: SECRETARY

SECRETARY

The Secretary shall be an elected member and shall perform such duties as may be prescribed or delegated by the Board of Directors. It shall be the duty of the Secretary to conduct the official correspondence, preserve all records, documents, files and communication, keep books of account, and maintain accurate records of the proceedings of meetings of the membership, the Board of Directors, divisions, committee task forces and other action groups. At the expiration of the term of office, the Secretary shall deliver to the Board all records, files and property of the Chamber, which may be in his charge.

The duties of the Secretary shall also include, but are not necessarily limited to the following:

- Record, review and distribute the minutes of all Board of Directors meetings.
- Maintain copies of the minutes of all Board of Director meetings.
- Prepare the incoming Secretary and be available for assistance and counsel, as may be needed, through the first year in office of the new Secretary.
- Propose revisions to the bylaws and/or operations to the Board of Directors, staff and/or appropriate committees, when applicable.
- Chair the Bylaws committee.
- Serves on the Nominating committee.

ORGANIZATION ROLES: PAST PRESIDENT

PAST PRESIDENT

The duties of the Immediate Past President shall include, but are not necessarily limited to the following:

- Work closely with the Executive Committee and the Executive Director on day-to-day decisions between meetings of the Board of Directors.
- Act as a mentor to the President and Vice President.
- Support promotion of the Chamber
- Facilitate meeting with Incoming President prior to the beginning of the calendar year.
- The Immediate Past President shall serve a term of two years.

ORGANIZATION ROLES: BOARD OF DIRECTORS

- Volunteer Position(s)
- Members Only
- Review monthly financials
- Govern Staff
- Monitor Chamber Operations
- Measure Goals
- Review / Approve Operations
- Approve Annual Reports and Audits
- Attend and participate in Strategic Planning, Goal Setting and Action Plans
- Earn $500/Quarter Hewitt Dollars - volunteering and fundraising
- Provide Leadership to Staff, Ambassadors and Volunteers
- Fulfill fiduciary duties or obedience, loyalty and care
- Ensure stability through fundraising
- Follow Commitment Form Expectations
- Professionally represent the chamber
- Serve on a Committee
- Wear GHCOC badge at functions
- Attend City of Hewitt Council Meetings (1/year)
- Avoid mission drift
- Avoid chamber related business discussions outside of staff awareness
- Avoid solicitation, communications, implications or requests for products/services/bids
- Sell Raffle tickets
- Fully prepare for meetings
- May serve as Chairperson of one committee

The Nonprofit Board

The Nonprofit Board is a group of individuals – a team – where no one individual has more authority or rights than any other board member. Board members should be qualified, well-respected, well-informed, passionate, and engaged.

Set Strategic Direction

ASK STRATEGIC QUESTIONS:

- What specific purpose does our organization play in its community?
- Do we have the financial model to be successful over the long term?
- Do we have the right people at the table?
- What are the critical issues that we need to acknowledge and address?
- Do we have the right facilities to meet the current and future need?
- What committee structure will best support the strategy?
- What are the three most important things to accomplish this year? In the next 3-5- years?

Ensure Adequate Resources

CRITICAL RESOURCES

- Talented and strong CEO
- Funding to achieve the mission
- Talented, diverse board
- Reputation

Provide Fiduciary Oversight

Protect the organization's assets in all forms

- Approve annual budget
- Monthly financial statements review
- Annual Review of the 990
- Annual audit
- Internal Controls
- Directors & Officers Insurance

CEO – BOARD RELATIONSHIP: RESPECT~CANDOR~INTEGRITY

COOPER FOUNDATION

GOVERNANCE REMINDERS

CLEAR CUT GOVERNANCE

The Board is the governing body responsible for (1) Strategy, (2) Policy, and (3) Oversight

STRATEGY

Setting the strategic direction and vision. Advancing the organization's multiyear strategic plan

POLICY

Creating policies (internal) and positions (external) to benefit members and advancce the mision

OVERSIGHT

Overseeing resource allocation, including adoption of the annual budget, and evaluating performance of programs, products, and services

The Executive Director is responsible for management of the organization, including staffing, physical office, protection of assets and other responsibilities associated with a corporate CEO

ORGANIZATION ROLES:
AMBASSADOR & COMMITTEES

Ambassador Role

- Volunteer Position
- Members Only
- Communicate regularly with Captain
- Attend Events – Especially Ribbon Cuttings!
- Recruit and Retain Members
- Positively represent chamber
- Invite Guests to Events
- Sell Raffle tickets
- Earn $400/Quarter Hewitt Dollars
- Share events, posts and images
- Professionally represent chamber
- Board Representation Eligible
- Welcome Bag & Express Deliveries

Committee Member Role

- Volunteer Position
- Members Only
- Be teachable and coachable
- Provide input and communicate fresh ideas
- Support Chamber Staff/Committee needs
- Volunteer at the Signature events
- Sell Raffle tickets
- Must be in good standing to serve on committees)
- Share events, posts and images
- Professionally represent chamber
- Provide report to Board of Directors (Chair)
- Chairperson (board member) responsible for communicating extenuating circumstances and results in debrief report

All committee members and volunteers are expected to always represent the chamber in a professional manner. Any unprofessional activity will be documented and addressed, as necessary.

AMBASSADOR APPLICATION PROCESS

- Apply at Hewittchamber.com/Ambassador
- Applicants must be current GHCOC members, in good standing with $0 balance
- Applicants expected to serve on a signature event committee
- Applicants expected to volunteer at a least one of six signature events
- Staff Reviews application > Ambassador Committee for review > Executive Committee
- Staff E-mail to applicant communicating process and status
- Communications to New Ambassador from Captain
- Application presented to Board of Directors
- Calendar invitations for all events from staff
- Required to attend Ambassador Training
- Applicant to receive badge & name on website once $100 Hewitt Dollars earned
- Chairperson: Donna Muhlman & Captains: Ken Noble, Matthew Boudreaux and Shane Smith

GHCOC CHAIRPERSONS & SUB-COMMITTEES

Chairperson
Duties include the responsibility of working alongside the guidance of the chamber staff, communicating committee progress to the Chamber staff and Board of Directors. Chairpersons will be nominated and voted for approval by the committee during first meetings. The chairperson should be an active board member and serve a minimum of one year on the committee to become eligible to serve as Chairperson. No one person should serve as the Chairperson for two consecutive years without approval of the Executive Committee. The Chairperson is also responsible for completing a plan of action (supplied by Staff), supporting in the designation of needed sub-committees and monitoring task list progress.

Co-Chairs and Sub-committee Chairs
Each committee's sub-chairs may vary, and task lists will be provided, breaking down needs for a successful event from 10 months out to post-event. Duties include the responsibility of working alongside the guidance of the chamber staff, communicating committee progress to the Chamber staff and Chairperson. Always working towards a leadership position.

Sub-committees will be designated during the first meeting and positions may include:

- Awards and Prizes
- Banquet Table Sales
- Charity of Choice Point Person
- Cornhole Tournament
- Costume Contest
- Decorations
- Door Prizes
- Donations
- Entertainment
- Food Trucks
- Golf Team Recruitment
- Kids Zone
- Liaison between benefiting organization
- New Event Sponsorships
- Parking
- Raffle Packages
- Vendors
- Volunteers

CONDUCT – APPLIES TO ALL

- Attend meetings and provide support to event goals, staff and chairperson.
- Be current with dues.
- Immediately report to an executive board member or staff of any inappropriate behavior witnessed.
- Avoid intoxication and foul language at chamber events and other public settings.
- Avoid disparaging other Chamber members and their professional peers/competitors.
- Be respectful of others' property.
- Follow all venue rules and guidelines.
- Maintain a professional appearance.
- Avoid conflict and address poor behavior of those with or around you.
- Always represent the GHCOC professionally, not just chamber functions.
- Board Members, Ambassadors, Volunteers and/or Chamber members and event vendors may be asked to leave any Chamber facilitated event or function if they display behavior which is observed to not comply with responsibilities and expectations as stated in this Commitment.
- Be teachable and coachable.
- Communicate with Captain/Chairperson and Staff as needed.
- Wear Greater Hewitt Chamber name badge for credit
- Provide input and ideas for chamber events.
- Support Chamber Staff/Committee needs by attending meetings/e-mail communications.
- Volunteer at the Signature event you're serving.
- Selling Raffle tickets.
- Confirm Donations/Sponsorships when serving on committee.
- Share events and images from Chamber's social media.
- Professionally represent chamber.
- Provide report to Board of Directors

Local, State & Regional Partners

Regional Chamber Marketing Partners: *Temple, Belton, Killeen, Georgetown, San Marcos, Lake Whitney, Hillsboro, Clifton Chamber, Round Rock, NW Tarrant County Chamber*

PUBLICITY & TOURISM PARTNER

The Chamber works closely with the City of Hewitt on business, economic and community development; the Chamber also works with the city to promote tourism, parks, Hewitt's hotels, amenities and serves as a visitor center for Hewitt.

SLEEP INN & SUITES

RAMADA

Andrew Westra
President
Christ Our Refuge Lutheran Church

Regina Martinez
Vice Pres.
The First National Bank of Central TX

Lindsey Skinner
CPA, CFE, CGMA
Treasurer
Pattillo, Brown & Hill, LLP

Cassie Thomas
Secretary
City of McGregor

Shawna Bradfute
Past President
Edward Jones Investments

Gregg Dungan
At Large
Travel a-Go-Go Travel

Travis Fagg
At Large
Texas Document Solutions

Anna Hoffman
Home Instead

Ashley Futris
Midway ISD

Blake Dotson
Fidelity Bank of Texas

Jim Devlin
City of Hewitt
Honorary Member

Clint Allen
State Farm Insurance
Hewitt, TX

Donna Muhlman
Women of Waco

Frank Thomas
Wash & Thomas Attorneys

Jeff Nunes
Maverick Financial

Matthew Boudreaux
Align Financial

Michael Wyatt
The Posh Potty

Richard Nettles
Extraco Banks - Mortgage

Sam Hersh
BeaconPay Solutions

Scott Hedges
GENCO Federal Credit Union

Stephanie Tolbert
Fluff Wash & Fold

GHCOC STAFF

Alissa Cady
Executive Director
Greater Hewitt Chamber

Misti Smith
Communications Director
Greater Hewitt Chamber

Jake Smith
Membership & Marketing Director
Greater Hewitt Chamber

Steve Fortenberry, Mayor

Michael S. Bancale, Mayor Pro Tem

Council Members: Brenda Turner, Brad Turner, Bob Potter, Dr. Erica Bruce, Mike Hamilton

City Manager, James Devlin

City Secretary, Lydia Lopez

STAFF CONTACT INFORMATION

ALISSA CADY
Executive Director
Alissa@HewittChamber.com
On Staff since 2010

MISTI SMITH
Communications Director
Misti@HewittChamber.com
(254) 715-2149
On Staff since 2022

JAKE SMITH
Membership & Marketing Director
Jake@HewittChamber.com
(254) 644-1924
On Staff since 2022

Signature Page