

Volunteer Application

The success of the Delphos Area Chamber of Commerce and its work in the community depends on a strong, active volunteer force. Committees are the vehicles through which the talents and energies of Chamber members are enlisted, organized, and directed.

As a member of the Chamber you and others on your staff are welcome to actively participate in the meetings and projects of our volunteer committees. Volunteering with the Chamber is the best way to become an even more visible and respected member of this great community, develop your leadership skills, and to gain a greater number of relationships with fellow member-businesses.

A committee member's basic function is to regularly attend meetings of the committee and work toward the fulfillment of the committee's objectives.

Specific responsibilities include:

- Attend committee meetings which are held as frequently as necessary to accomplish objectives, on an agreed upon day and time set by the Chair and its members
- Review all material prior to meetings
- Participate in committee discussions and decisions
- Carry out individual assignments by the deadline as instructed by the committee Chair
- Attend and help out at your designated Chamber functions and events

Name: _____ Position/Title: _____

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Skills & Interests: _____

I would like to volunteer in the following area(s):

Fundraising & Events

- | | |
|--|--|
| <input type="checkbox"/> Annual Dinner | <input type="checkbox"/> Programs |
| <input type="checkbox"/> Market Fest | <input type="checkbox"/> Canal Days –Grand Prize Drawing |

Membership Development

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Ambassador Program | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Branding & Marketing | |

Public Affairs

- | | |
|--|---|
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Economic Development |
|--|---|

Other

(if you cannot sit on a specific committee, but would like to offer your assistance in another capacity)

- | | | |
|---|--|----------------------------------|
| <input type="checkbox"/> Clerical Support | <input type="checkbox"/> Marketing | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Research/Surveys | <input type="checkbox"/> Other (specify) _____ | |

When Available: ____ Weekdays (9-5) ____ Evenings ____ Weekends

To help us define your commitment, please check all that apply:

- ____ Arms & Legs (Pass out Flyers/Literature)
- ____ On Call (unable to make regular meetings, but want to help when I can)
- ____ Telephone Help (call members/volunteers for events/meetings)

Committee Descriptions

Fundraiser/Events Division

Responsible for overseeing the planning, fundraising, and implementation of special and regular events, which bring value to our member business' investment and generate revenue for the Chamber.

- **Annual Dinner:** Organize, plan, and execute the Chamber's Annual Dinner awards banquet and fundraiser, traditionally held the first quarter each year. The committee is responsible for obtaining sponsorships, silent auction and door prize donations, location, dinner, entertainment, publicity, decorations, awards, etc.
- **Canal Days:** Conduct annual Canal Days Grand Prize Drawing or other fundraiser. Come up with sales strategy, sell tickets at the Toast, volunteer and find volunteers to cover the office during the festival. Schedule meeting with Canal Days Core Committee to review addendum to Bylaws by March-April.
- **Market Fest:** Organize, plan, and execute the Market Fest event. The event was held the 2nd & 3rd Saturday each month from June-October this year, but may be changed up year to year, to be decided by the committee. The committee is responsible for obtaining sponsorships, participants/vendors, volunteers, entertainment, publicity, fill volunteer schedule to work each event, etc.
- **Programs:** Develop, plan, and execute the regular networking/educational programs for the year, including Breakfast Club meetings, Lunch & Learns, Business After Hours, and any other professional, enrichment, or special programs requested that may benefit the members. The committee is responsible for coming up with a schedule of events, filling Host, Sponsor, & Presenter spots, forming a marketing plan; come up with agenda for each event, which may include a presenter, fun games and activities, prizes, etc.; ATTEND each event to assist with set-up, registration, selling 50/50 tickets, etc. or coordinate additional volunteers.
- **Leads Group:** This committee shall consist of members of each group. With the guidance of the committee Chair and Facilitators, they will be charged with developing, reviewing, and updating objectives, guidelines, marketing, participation, etc. for their groups.

Membership Development Division

Ensures a strong membership base and that effective programs and services are offered and communicated.

- **Ambassador Program:** This committee is charged with acting as advocates for the Chamber by being the point of contact for fellow members. They will need to develop a plan for the program, which will consist of distributing packets or other information as needed/upon request, attending new member ribbon cuttings and plaque presentations, inviting members and providing hospitality at the various programs and events held throughout the year, etc.
- **Membership:** Develop strategies to retain & recruit new members; review applications, forms, and any literature dealing with membership; evaluate dues structure; develop new member orientation; conduct membership drives; call on potential new members, such as new businesses that have moved to the area to offer assistance and welcome, etc.; call on past due members; consistently evaluate menu of benefits to ensure member involvement and satisfaction and decide what to offer based on the organization's needs and available resources; ensure benefit offerings are communicated/carried out in compliance with agreements
- **Branding & Marketing:** Assist with marketing and communication initiatives between the Chamber, its members, and the general public, including press releases, WEBSITE, newsletter, Facebook, etc.; develop sponsor levels/packages; establish marketing strategies and guidelines

Public Affairs Division

Responsible for developing strategies to enhance the community of Delphos through advocacy, education, beautification, support, etc. Establish extent of Chamber's involvement in affairs to which the business and residential community are affected.

- **Community Development:** Establish objectives to help inform and promote to residents and visitors regarding tourism, relocation, community events, etc. Build relationships, partnerships and memberships with non-profit, social, and civic organizations; involve the Chamber in various community activities throughout the year. Establish plan for gathering and communicating information to businesses and community.
 - Edge of Town signs (both old and new); Banners, Christmas Décor
 - Creating Healthy Communities program
 - Destination Delphos Marketing Group
 - Implement Shop Local campaigns/initiatives
 - Hometown Christmas
- **Economic Development:** Act as liaisons between Chamber and Delphos Area Economic Growth Partnership and advocate on behalf of the Chamber's mission. Assist in developing strategies to attract and retain business in the area, keep up on/address local, state, and national issues impacting our region, our business community, and quality of life; educate, engage, inform and provide resources to the members.

**Note: all proposals or suggestions by members for events or services currently not included in our Program of Work will be given to the appropriate committee for review.*