Committee Chairperson Responsibilities

Committee Chairs are enthusiastic leaders of the Chamber's committees. They are responsible for establishing the goals and objectives of the committee, developing agendas, facilitating volunteers, and <u>attending, organizing, running, and coordinating</u> all aspects of the project or event they are chairing.

The Chairperson must be the "Leader of the Team." They will be the direct contact to the Executive Director, providing updates pertaining to the project or event, as well as any marketing/promotional materials, press releases, flyers, etc.

The Chair will provide updates to all board members at each monthly meeting regarding the status of their project or event.

The main duty of the Chairperson is to ensure the committee functions properly, by:
- serving as main contact and spokesperson for the committee
- scheduling committee meetings & sending notices/reminders
- presiding over meetings, making sure that each is planned and conducted effectively and that matters are dealt with in an orderly, efficient manner
- establishing goals and objectives with the assistance of committee members
- recruiting committee volunteers when needed
- delegating to the committee the specific tasks that need carried out to meet the objectives, set deadlines for completion, and follow up on work in progress
- motivating and guiding the committee toward the achievement of its goals and objectives
- establishing a marketing plan and providing press release & other marketing materials to the Director
- establishing a budget for the project or event; each is expected to be financially self-sustaining and generate revenues in excess of expenses
- reporting the committee's work and accomplishments at regular Board meetings.
- ensuring self and committee members are knowledgeable of the details of your designated committee

I agree to follow the above guidelines and will chair the following committee:

Committee:_____

Name:_____Organization:_____

Email:_____ Phone:_____

Signature:_____Date:_____