SEBAGO LAKES REGION
CHAMBER OF COMMERCE

Committee Descriptions - 2009

The following descriptions, responsibilities and timeframes represent the structure by which the Sebago Lakes Region Chamber of Commerce conducts its business. We ask that you take note of the timeframes as you determine your personal ability to help advance the work of the Chamber this year, but be aware that these are not set in stone. They may change once the committee comes together and determines its work plan for the year.

With our overarching goal to grow the Chamber and to stay in step with businesses in our region, it is imperative that members allocate enough time to be effective and engaged participants in committee work. Chamber Board Members are required to serve on at least one committee; two are preferred. Committees will be chaired by a Board member.

The success of our Chamber is realized by many who work together diligently as a team. You are a critically important element in the success of this Chamber, and we ask you to carefully consider the commitment you are making when you select a Committee on which to serve.

Commit with seriousness.

Commit with fortitude.

***Let this be another Banner Year for our Chamber*!**

Operations

COMMITTEE NAME: **BUDGET**

TIMEFRAME: October - December

DESCRIPTION: Establish and monitor annual Chamber budget. Review current year's budget for ongoing criteria to meet target goals. Present upcoming year's Operational Budget to the Board of Directors.

Government Affairs

COMMITTEE NAME: **GOVERNMENT AFFAIRS**

TIMEFRAME: Year-round

DESCRIPTION: Informs the Chamber of issues which impact the business community, develops and maintains relations with our State Legislators, and helps plan forums to keep membership engaged and informed during the legislative session. Committee members are also responsible for being a liaison between Municipal Governments and the Chamber for purposes of informing the Chamber of issues which strongly impact the business community and for development of cooperative relations between town governments and the Chamber.

Membership

COMMITTEE NAME: **NOMINATIONS**

TIMEFRAME: November / December

Nominations:
1. Board Members
2. Award Nominees in the following categories:
   - Business Person of the Year
   - Volunteer of the Year
   - Community Service Leadership Award

DESCRIPTION: The Chair of the Nominating Committee is the immediate Past President. This committee is responsible for gathering names of persons to be nominated for the above positions and awards. This Committee selects nominees according to the guidelines set forth for each position/award. Awards and Board announcements are announced at the Annual Business Meeting.

COMMITTEE NAME: **AMBASSADORS**

TIMEFRAME: Year-round

DESCRIPTION: Responsible for coordinating membership drives in each town and soliciting new members for the Chamber. Committee members encourage new members to attend events and help them feel comfortable when they do by introducing them to the group and to individual members. They also aid membership retention by promoting Chamber goals and programs to existing members.

COMMITTEE NAME: **BUSINESS BREAK**

TIMEFRAME: Year-round

DESCRIPTION: This committee plans all Business Break monthly networking events with the Chamber business members who host the events on their premises. Committee members represent the Chamber at Business Breaks, greeting members and guests and selling raffle tickets.

COMMITTEE NAME: **BUSINESS PROGRAMS/SEMINARS/EDUCATION**

TIMEFRAME: Year-round

Description: This committee plans programs for Chamber members and their staffs on topics of interest to businesses. Committee members survey members for program topic ideas, they attend the events, greet members and guests, and evaluate each event afterwards.

Communications (Marketing)

COMMITTEE NAME: **INTERNET/NEWSLETTER**

TIME FRAME: Year-round

DESCRIPTION: Review and recommend improvements to the Chamber website.
Review design, recommend and contribute content for quarterly newsletter;
Assist with information-gathering by soliciting feature stories and advertising from members; contribute to bi-monthly e-Commerce Report.

COMMITTEE NAME: **AREA GUIDE**

TIME FRAME: February - May

DESCRIPTION: Assist in the development of the Chamber's annual tourism guide.

Responsibilities include: Solicit advertising from the membership; contact members to verify ad and member data; research and verify area events, community profiles and other information. Once printed, committee members may assist with delivering guides to advertisers and retail business outlets in the region.

COMMITTEE NAME: **INFORMATION CENTERS**

TIME FRAME: March - May

DESCRIPTION: Preparation of our Information Centers, which may include spring cleaning, landscaping, building and sign maintenance, and helping to gather members' promotional literature for display.

FUNDRAISING

COMMITTEE NAME: **GOLF TOURNAMENT**

Date of Event: Late Spring, Early Summer

TIME FRAME: February – June

DESCRIPTION: Responsible for the successful operation of the SLRCC Golf Tournament. Help determine the date and place of the event, attract sponsors, solicit prizes, stuff golfer goody bags, tend to other details the day before and the day of the event, and participate in post-event clean-up and evaluation.

COMMITTEE NAME: **LIVE AND SILENT AUCTION**

Date of Event: Fall

TIME FRAME: August - November

DESCRIPTION: Solicit and gather items to be auctioned; coordinate event details; assist in promoting the event; work the day of the event; participate in post-event clean-up and evaluation.

COMMITTEE NAME: **NAPLES CHINESE AUCTION**

Date of Event: First Sunday in December

TIME FRAME: October - December

DESCRIPTION: Solicit and collect items for the auction from Chamber members, work the day of the event.

COMMITTEE NAME: **CIVIC PARTICIPATION / PUBLIC EVENTS**

TIME FRAME: Year-round

DESCRIPTION: Plan, coordinate and promote our involvement in community events such as Summerfest, Winterfest & Derby, Blues Fest, 4th of July, etc. Attend events and solicit volunteers to participate on the Chamber's behalf.

COMMITTEE NAME: **FUNDRAISING DEVELOPMENT & SPONSORSHIPS**

TIMEFRAME: Year-round

DESCRIPTION: "Think Tank" group assesses Chamber needs and recommends new avenues for broad-based and event-specific fundraising and business marketing opportunities.