

Hamilton Chamber of Commerce Connections Networking Group
Executive Committee Position
Descriptions

Chair:

The Chair of the Executive Committee leads the Hamilton Chamber of Commerce Connections Networking Group, overseeing its operations and strategic direction. They preside over meetings, set agendas, and ensure effective communication among committee members. The Chair provides leadership and guidance to the committee, fostering collaboration and engagement. They represent the group within the Chamber of Commerce, advocating for its interests and initiatives. The Chair serves a renewable term of two years, with the option for re-election for one additional term.

Vice Chair:

The Vice-Chair supports the Chair in their duties and assumes leadership responsibilities in their absence. They assist in planning and coordinating committee meetings and activities, ensuring efficient operation. The Vice-Chair collaborates with the Chair and other committee members to develop strategies for membership growth and engagement. The Vice-Chair serves a renewable term of two years, with the option for re-election for one additional term.

Secretary:

The Secretary is responsible for maintaining accurate records of committee meetings, including minutes, agendas, and attendance lists. They ensure that all documentation is organized and accessible to committee members and Chamber staff. The Secretary may handle correspondence on behalf of the committee and assist in preparing meeting materials and reports. They may also manage the group's online presence and communication channels. The Secretary serves a renewable term of two years, with the option for re-election for one additional term.

Programmer:

The Programmer plans and coordinates social events and other activities for the Hamilton Chamber of Commerce Connections Networking Group. They work closely with the Chair and Vice Chair to develop event themes, secure venues, and arrange

speakers or presenters. They evaluate event feedback to continuously improve programming. The Programmer serves a two-year term that can be renewed, with the option of re-election for one additional term.

Membership Development:

The Membership Development role focuses on recruiting and retaining members for the Hamilton Chamber of Commerce Connections Networking Group. The officer develops and implements strategies to attract businesses and individuals from diverse industries and backgrounds. They engage with prospective members to communicate the benefits of joining the group. The Membership Development officer collaborates with Chamber staff to identify leads and coordinate recruitment efforts. They serve a renewable term of two years, with the option for re-election for one additional term.

Member-at-Large:

The Member-at-Large represents the general membership on the Executive Committee, advocating for their interests and priorities. They contribute insights and perspectives to committee discussions and decision-making processes. The Member-at-Large may take on specific responsibilities or projects as needed. They serve as a point of contact for other members, addressing inquiries and fostering community. The Member-at-Large serves a renewable term of two years, with the option for re-election for one additional term.

Chamber Staff Liaison:

The Chamber Staff Liaison serves as the primary point of contact between the Executive Committee and Chamber of Commerce staff. They provide administrative support and facilitate communication between the committee and other Chamber departments. The Staff Liaison attends committee meetings and assists in coordinating events and initiatives. They serve as a resource for committee members and ensure alignment with Chamber policies and procedures. The Staff Liaison serves in an ongoing capacity as a Chamber staff member.

