

Chamber Board Committee Descriptions

- **Government Relations:** The Committee keeps the Chamber Board and membership up to date on the business issues facing the city, parish and the state government by attending city council meetings and other city meetings, as necessary. Also responsible for planning annual social events inviting government officials from the city, parish, state, and federal levels and hosting a candidates forum on election years. The Committee shall also examine specific issues from each level of government to recommend Chamber action to the full Board. This Committee will work on the development of business issues prior to each legislative session by developing a survey for the membership and a slate of priorities to give to elected officials.
- **Ambassador Program:** The Committee works with staff to develop strategies to recruit and retain ambassadors (core Chamber volunteers) and enhance the Ambassador program. The goal of the program is to increase membership, promote membership with door-to-door visits to businesses and potential members; checks in with members on renewals and looks for ways to increase member retention and the benefits of membership. The Ambassador Committee acts as the official greeters for the Chamber's new members. They attend ribbon cuttings and other events. Ambassadors also volunteer at various events to help register members and greet guests. By becoming an ambassador you will be visible in the community and have the chance to work with individual business owners.
- **Budget and Finance Committee:** The duties of the Budget and Finance Committee shall include, but not be limited to: working with the Chamber staff in the development of the fiscal budget; to make recommendations for salary and fringe benefits for the Chamber Staff; recommend any changes in the dues structure; monitor and report the appropriateness of receipts and disbursements in relationship to the fiscal budget prior to presentation to the Board; and make monthly financial reports of the Chamber's funds and financial operations to the Board of Directors.
- **Marketing and Public Relations Committee:** This committee is responsible for creating a public identity for the Chamber through the development and implementation of a marketing plan, social media, and updated website design. A main goal for this committee is to provide economical and effective promotional opportunities for the membership base through a wide variety of resources including the Visitors Guide and Newcomer bags. The committee also develops the concepts and image for all materials used in membership recruitment efforts and assists in the publication of monthly newsletters and press releases.
- **Education Committee:** The Committee helps to plan and implement all educational programs during the year, taking a lead role in selecting topics and speakers, and recruiting individuals for presentations on appropriate and current business issues including monthly lunch and learns and quarterly events. Also takes lead position on developing the Board handbook.
- **Quality of Life Committee:** Responsible for enhancing the quality of life in Zachary through families, schools, business, and government. Current projects include Shop Local Campaigns and planning efforts to increase walking and biking paths with connectivity throughout the area.
- **Fund Raising Committee:** Responsible for planning fundraising events including the annual membership awards banquet, the Leadership North program, the Miss Zachary pageant, Sporting Clays and Gleaux Run events, and the annual membership directory. Responsible for assisting in planning the annual events calendar, recruiting non-board members to serve as committee members, creating subcommittees for each event and continually analyzing current activities/fundraisers to ensure they benefit the Chamber and the investors. Also recommends new activities, fundraisers and events as needed.
- **Member Growth & Retention Committee:** Responsible for creating a Retention Action Plan that shows members ROI on membership. With responsibilities ranging from development of new programs/events to analyzing their effectiveness, the committee works with Chamber staff to design, market and implement these initiatives to add value to Chamber membership. Includes creation of a new member handbook and orientation as well as working on the Annual Report.

As Needed in accordance with the Bylaws:

Nominating Committee

Bylaws Committee