

Summary of Positions and Responsibilities

President

Chairing of all executive meetings and representative for the Chamber as required

Signatory to the financial accounts

Mentor to Vice President in readiness to step into President role

Vice President

To step in when President unavailable and to support at events

Point of contact for all other outside networks/agencies

Signatory to the financial accounts

Secretary

Administration coordination of all executive meetings, inc minutes and executive actions noted – official invitations etc

Treasurer

Manage the financial affairs of the interagency in conjunction with 2 other signatories

Production of financial reports – monthly and for AGM

Casual Members – 3 over and above the executive members = total of 7 committee members

Expectations of all committee members:-

1. To attend face to face meetings – 8 out of 11
2. To attend 6 out of the 11 Informal Lunches
3. To attend 6 out of the 11 Business After Hours
4. To be a point of contact for all other outside networks/agencies & point of contact for members

Other key responsibilities to be shared amongst executives and/or paid contractors:-

- Membership – managing financial member contributions and participation, on-boarding and expired follow up
- Marketing – communication to members via social media & scheduling posts 2 per week
- Newsletter - newsletter content coordination and production
- Business After Hours Events co-ordination
- Informal Lunch events hosting & co-ordination
- Liason with Hornsby Council & local government
- **Website hosting, updates and changes**
 - **(Astoweb Design)**
- Photographer and uploading photos to website
 - (Darren Hart Photography)
- NSW Business Chamber Alliance Liason