

TO: Randolph Chamber Members

FROM: Nominating Committee

DATE: October 9, 2009

In accordance with the Randolph Chamber of Commerce Bylaws, the Nominating Committee is seek nominations for the Term 2010-2011 officers positions of President, Secretary, Treasurer, Vice presidents of Business Development, Communications, Community Affairs, Special Projects, Government Affairs, and Membership Development and five Directors for 2012. Officers positions shall have a one-year term. All Directors shall have a three-year term.

Key responsibilities:

President:

- § Preside at all meetings of RCC and serve as the Chair of the Board of Directors
- § Communicate and interpret policy and serve as a link between and amongst the staff, the membership, the Officers and the Board of Directors on matters of policy
- § Appoint volunteers to key leadership positions, including positions as Chairs of committees and ad hoc task forces
- § Serve as spokesperson for the Chamber at major events and meetings
- § Represent the Chamber as appropriate at chapter events, organizations, business/government events
- § Work with the Executive Director and or consultants and the Board of Directors to oversee Chamber operations

Executive Vice President:

- § The Executive Vice President shall assume the duties of the President and serve as presiding officer in the absence of the President and shall, on behalf of the president, carry out such duties as delegated by the President.
Assist the President in the execution of the president's duties
- § Represent the Chamber as appropriate at chapter events, organizations, business/government events
- § Serve on the executive committee, policy, budget and finance, program or other committees/task forces as appropriate/requested by the President

Treasurer:

- § Serve as the fiscal officer responsible for reviewing and monitoring the accuracy of all books, accounts and transactions
- § Oversee the filing of all federal, state and local tax and information returns
- § Work with the Executive Director and President to ensure that appropriate financial reports are made available to the board
- § Chair the budget/finance committee
- § Assist the Executive Director and President in preparing the annual budget and present the budget to the board for approval

- \$ Review the annual audit/financial report and ensure board members' questions are answered
- \$ Serve on committees/task forces as appropriate/requested by the President
- \$ Perform other duties as assigned by the President

Secretary:

- \$ In advance of meetings of the Board or of the membership, provide/oversee written notices of meetings and agendas
- \$ Ensure distribution of appropriate background material on subjects to be discussed at the Board meetings
- \$ Provide written minutes to the Board members following meetings
- \$ Ensure that approved minutes are filed in permanent records and maintain the official list of board members
- \$ Serve on committees/task forces as appropriate/requested by the President
- \$ Perform other duties as assigned by the President

Vice President Membership:

- \$ Work with the Executive Director and President in establishing Membership goals and activities
- \$ Chair the Membership committee
- \$ Develop recruitment plan
- \$ Seek to identify potential members for recruitment
- \$ Conduct a annual membership drive
- \$ Visit with members and potential members
- \$ Attend board meetings, participate and attend Chamber meetings, funding, events and programs
- \$ Perform other duties as assigned by the president

Vice President of Community Affairs:

- \$ Work with the Executive Director and President in establishing the Community Affairs goals, objectives and activities
- \$ Oversee the Holiday Lighting & Stroll and Scholarship
- \$ Maintain ongoing relationship with community organizations and associations
- \$ Attend community events
- \$ Attend board meetings, participate and attend Chamber meetings, funding, events and programs
- \$ Perform other duties as assigned by the President

Vice President of Government Affairs:

- \$ Work with the Executive Director and President in establishing the Government Affairs goals and objectives and activities
- \$ Keep the Board abreast of government programs, policies, and practices that impact the business community
- \$ Oversee the Candidates Forum
- \$ Attend government meetings and serve on committees as appropriate

- \$ Attend board meetings, participate and attend Chamber meetings, funding, events and programs
- \$ Perform other duties as assigned by the President

Vice President of Communications:

- \$ Work with the Executive Director and President in establishing the Communication goals and objectives and activities
- \$ Work with the Executive Director and Vice President in preparing the newsletter, members and public announcements
- \$ Ensure that printed and electronic outreach materials (membership materials, brochures, annual reports, posters, etc are accurate and consistent with the Chamber message.
- \$ At the request of the President or Vice president, will work with the media to advertise an event
- \$ Assist Vice President in preparing communication materials for specific programs and events
- \$ Work with the Executive Director and Vice President in keeping current list of media and publication contacts and guidelines
- \$ Attend board meetings, participate and attend Chamber meetings, funding, events and programs
- \$ Perform duties as assigned by the President

Vice President of Business Development:

- \$ Work with the Executive Director and President in establishing the Business Development goals and objectives and programs
- \$ Establish a yearly Business Development plan for workshops and programs
- \$ Establish partnerships with other Chambers, Government, Educational Institutions and professional organizations in the sharing of workshops and programs.
- \$ Attend board meetings, participate and attend Chamber meetings, funding, events and programs
- \$ Perform duties as assigned by the President

Directors:

- \$ Determine the vision and mission of the Randolph Chamber
- \$ Oversee annual approval of the organization's strategy
- \$ Review and approve the annual financial goals, funding plans and budgets
- \$ Approve major policies
- \$ Support the Executive Director and Officers in leading and managing the organization
- \$ Ensure adequate resources are allocated to support planned goals, programs and services
- \$ Enhance the Chambers public standing and image
- \$ Facilitate growth and development the Chamber
- \$ Attend board meetings, participate and attend Chamber meetings, funding, events and programs

Criteria for selection of all candidates include Randolph Chamber membership. Both self-nominations and nominations of others are welcome. The Nominating Committee will develop a slate that will be presented to the Board at the November meeting for their approval. Once a slate

is approved by the Board of Directors it will be presented to the membership present at the Annual meeting for membership vote.

If any of these positions are of interest to you, or you would like to nominate someone you know, please complete the enclosed Nomination Form no later than October 30, 2009 and return to:

Gloria Watanabe, Chair of the Nomination Committee
Randolph Chamber of Commerce Office
One Credit Union Way
Randolph, Ma 02368

Thank you for your continued support of The Randolph Chamber of Commerce

Sincerely,
Randolph Chamber Nominating Committee
Gloria Watanabe