

FORT FRANCES CHAMBER OF COMMERCE POLICY

Policy: Sub-Committee	Date Issued:	Date Revised: July 2006
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Purpose

To provide all Directors and Chamber members direction and guidance for participating in all committees of the Chamber.

Scope

As a source of operating revenue necessary for the Chamber to conduct its routine business, the Fort Frances Chamber of Commerce (FFCC) hosts a number of fund raising events. This policy covers the Fort Frances Chamber of Commerce Board of Directors, the Executive and all Chamber members.

Policy

Committee Composition: The sub-committees will be composed of Chamber members and chaired by a Board of Directors Member. Each Chamber Director is expected to chair at least one sub-committee or to serve as a committee member on three events committees. Other sub-committee members should be identified as follows:

- a) Co-chair (This will be a Director or the Chamber Manager)
- b) Financial/Budget Leader
- c) Event Activity Leader(s)
- d) Marketing and Media Leader
- e) Support Members

Policy Procedure

- a) The committee composition will be determined at a regular Board of Director's meeting six months in advance of the event. This will be announced on the agenda well in advance of the meeting. At the nominating meeting, a general outline of the event and its goals will be tabled.
- b) Five months before the event, the sub-committee will have been expected to meet at least once, during which time it will prepare an event and financial plan. This will be presented to the Board of Directors for approval. Prior to being approved by the Board, the sub-committee will not make any financial or contractual commitments on behalf of the Chamber.
- c) Once per month, for four monthly Board of Director meetings leading up to the event, the sub-committee will present an update as a regularly scheduled agenda item.
- d) One month after the event the sub-committee will provide a report to the Board on all aspects of the event including recommendations for next year's event.

Responsibilities

Chair - Will ensure that minutes prepared by the Chamber Manager are reviewed and distributed to all committee meetings. In addition, the Co-Chair will ensure action items are adequately being addressed for the next meeting.

Chamber Manager / Co-Chair – Will take minutes and work with the Chair to ensure action items are being addresses and budget is on track. Full participation in the committee as an active member is expected due to past experience.

Financial Leader (unless otherwise named, this position will be filled by the Chamber Manager) – Works with the Chair to complete a budget, track spending of the committee and directs the committee on all finances related to the committee activities.

Events Leader(s) – Works with the Chamber Manager to ensure that a particular activity of the event is completed on time and within budget utilizing other committee members effectively.

Marketing and Media Leader – Works with the Chamber Manager and other event members to adequately promote the event to ensure its success.

Support Members – will assist the Event Leaders and Chamber Manager to complete activities prior to the Event and during the Event.

Rules of Conduct

All committee members will be responsible for following the Rules of Conduct to ensure the success of the Committee and the Event:

- Be on time.
- Respect each others comments as they are valuable.
- Prevent confrontation as it is negative to the success.
- Enjoy yourself.
- Have fun!!!