

COPIAGUE CHAMBER OF COMMERCE

# Committees Handbook

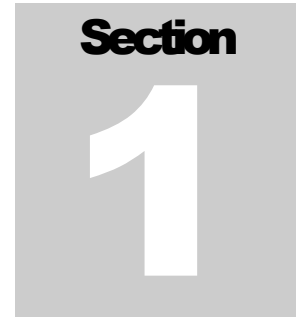
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## Roles and Responsibilities

### *Board Members*

The Board of Directors, the governing body of the Chamber, determines the policies and procedures of the organization and assures that sufficient financing resources are available to carry out those policies. The position of a Board Member is not an honorary one. Board Members are expected to contribute to and participate in Board and Chamber activities. In addition to participating in Board meetings, Board Members should agree to accept additional specific tasks such as - Serving on a committee or task force. In addition:

- Recruitment of new members.
- Working on member retention through personal contacts.

### *Committee Chairs*

The committee Chairs are the enthusiastic leaders of the Chamber's committees. Committee Chairs may work together with the Board to develop an agenda for each meeting and facilitate team interaction during each session.

### *Co-Chairs*

Work with committee Chair to develop goals and objectives for programs and projects with a timeline. They oversee the actions of the committee and make sure that all the Chamber policies and procedures are being followed. They take minutes and notes from meetings.

### *Committee Members*

A committee serves as the clearinghouse for all suggestions which are referred to it by the officers and the Board of Directors, members and other concerning priorities which are or should be receiving active attention of the Chamber. Committees are action oriented.

## **Expectations**

- Volunteer time should be used wisely, not wasted on tasks which could be more efficiently handled by the Chair and Co-Chair
- Volunteers should provide input or direction on options and recommendations from the Chairs with the necessary background or research provided
- Chamber Staff (Board) should provide direction of the volunteers based on professional judgment, and Chamber policies and procedures

## FUNCTION

- A committee member's basic function is to regularly attend meetings of the committee and work toward the fulfillment of the committee's objectives.
- Specific responsibilities include:
  - Attend committee meetings
  - Carry out individual assignments made by the committee chair
  - Participate in committee discussions and decisions
  - Review all material prior to meetings
  - Attend appropriate chamber functions and events

## FREQUENTLY ASKED QUESTIONS ABOUT COMMITTEE INVOLVEMENT

### **Does a member of the committee have to be a member of the Chamber?**

Yes, only members of the Copiague Chamber of Commerce can serve on committees.

At times it may be appropriate to bring a guest as a reference or speaker. However, they are not added to committee rosters or become a regular part of the meeting.

### **Does the Co-Chair or the Chairperson prepare the agenda?**

The Co-Chair prepares the agenda under the guidance of the committee Chair.

### **Who sends out the meeting notices?**

Co-Chair sends out the meeting notices prior to the committee meeting.

### **Is it necessary for Co-Chair to be at all committee meetings?**

Unless for unforeseen reasons (i.e. conflicting schedule with other Chamber event with higher priority ...), a Co-Chair shall attend any official meeting regarding a Chamber project or event.

### **Is there an attendance policy for committee members?**

Any committee member who consistently misses meetings will receive a personal call from the committee Chair. The committee Chair will find out why if the committee member has not

## CHAMBER COMMITTEES

been in attendance and ask if they want to continue to be part of the committee. The Co-Chair will keep the chairperson informed of any attendance issues.

### **How long should a meeting last?**

Most meetings, unless otherwise noted, should be completed within one hour.

### **Can non-members be solicited for sponsorships or vendors for events?**

It is the policy of the Chamber to only solicit members for events and activities. If something is donated from a non-member they will not receive any promotion for the item. **It is Chamber policy to do business with Chamber members only, if possible.**

### **How does the committee work with a budget?**

The Co-Chair should put together a draft budget for the committee/program to be submitted to the President and Treasurer. Programs and events are expected to be financially self-sustaining and generate revenues in excess of expenses.

### **Who develops press releases and other marketing for the event/program?**

The Chair and/or Co-Chair coordinates marketing material including press releases for committee-related programs and events with the Marketing Communications and Events Chairperson.

### **How can we use the newsletter/website to promote our program/project?**

Committee members can submit an article or information to the Chamber's Marketing Chairperson. Articles will be first reviewed by the Board of Directors for approval. Information on the website can be posted at any time. But requires approval first.

### **Who speaks to the media?**

The Chamber President is the spokespersons for the organization.



## **POLICY: VOLUNTEERS**

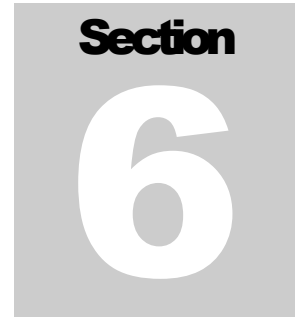
### *Policy*

- It is in the best interest of the Chamber and its members that its volunteers are representative of the overall membership of the Chamber and that the vision, mission, and plans of the Chamber be applied consistently over time, even as volunteers change.

### *Practices*

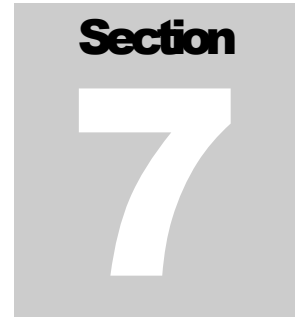
- Eligibility – except as otherwise noted, a volunteer for the Copiague Chamber of Commerce must be affiliated with a Chamber member in good standing.
  - The volunteer must be a member in good standing of the particular membership base he/she represents. However, committee Chairs must be affiliated Chamber members in good standing and does not have to serve on the Board of Directors.
  - If a volunteer leaves a Chamber member organization, he/she can remain a volunteer for up to 60 days until a new affiliation is established.
- Term of service – except as otherwise noted, volunteer committee Chairs shall serve a two-year term.
- It is preferable that there is only one volunteer per member organization per committee. In those rare instances where more than one volunteer participates, one member organization can make up no more than 15% of the composition of any one committee.
- Except for officers, no volunteer has the authority to commit the Chamber financially or contractually
- An orientation will be given to new volunteers yearly when joining a committee by that committee's Chair or Co-Chair.





## List of Committees

- Ambassador Committee
- Copiague Junior Chamber Committee
- Business Advocacy Committee
- Business Improvement Committee
- Marketing Communications and Events Committee



## Committee Descriptions

### Copiapue Junior Chamber Committee

The goal of the CJCC is to bring business professionals together in a fun and social setting to develop and foster business relationships, while building a sense of community and awareness of local businesses through the Jr. Chamber of Commerce. As a member of the High School Industry Advisory Board the Chamber will partner with the Junior Chamber of Commerce Club to:

- Sponsor the Club by providing technical and financial assistance as needed
- Connect students into positive community activities sponsored by the Chamber, such as, but not limited to:
  - Networking events, Biz Xpo, Fundraising events
- Develop potential internship/mentoring opportunities for students
- Create potential local employment opportunities for students of Walter G. O’Connell Copiapue High school.
- Create scholarship opportunities for students of Walter G. O’Connell Copiapue High School

*Events:* Monthly mixers, fundraising, and speaker panel events.

*Chairperson:* Melissa Firmes

## Ambassador Committee

Chamber Ambassadors are exactly what the term implies. They help members in fully realizing the benefits of their membership. At the same time, Ambassadors also serve as a conduit for information back to the Chamber Board of Directors, helping the chamber to gain a better understanding of its members' needs and how best to meet those needs.

The focus of our Ambassador Committee is to welcome new members and help them meet longtime members, bringing all members together to promote business-to-business relationships. Retaining members is also a huge part of the Ambassadors role.

### *Objectives Activities:*

- The Ambassadors will be responsible for conducting Goodwill Calls with existing chamber members
- Make New Member Reception Calls as needed – Get out into the Community!
- Participate in networking events as needed
- Call on Retention/Past Due members.

### *Meeting Schedule*

**Events:** Networking Nights - Provides business-to-business networking opportunities that assist the members' ability to expand their customer base. Each event provides the opportunity to experience many premier locations while making valuable business contacts, entertaining customers or rewarding employees.

*Chairperson:* Joe Maguire

## **Business Advocacy Committee**

The (BAC) is established by the Board of Directors as the major component of a legislative and advocacy program.

The purpose of the BAC is to study, analyze, and formulate positions on legislative and regulatory issues of interest to Chamber members and the business community in general.

The Committee identifies and studies legislative and regulatory trends which may affect the business community in the future. They work with legislators and government entities to initiate policy and legislation which may benefit the Chamber membership.

The (BAC) is formed to facilitate timely decisions on critical issues and proactive advocacy on issues important to the Chamber.

*Meeting Schedule:*

*Chairperson:*

## Business Improvement Committee

The Business Improvement Committee works to promote commerce in Copiague. Areas of involvement include special events to attract business to Copiague, initiatives aimed to improve the appearance of areas of commerce in the city and programs designed to promote shopping, dining and lodging in Copiague.

The Chair works with the Town on Beautification projects and meets with the Downtown Copiague Vision Committee and reports back to the Board of Directors on upcoming improvements and or issues that arise regarding the Vision project.

*Chairperson:* Sharon Fattoruso

Members: Artie Steigert