

Service Opportunities Within the Chamber

Where will you serve?

Ambassador Committee

Purpose: To promote goodwill and good communication within the Chamber by visiting member businesses, getting to know the membership, and working to find out how we can make the chamber better for all.

Duties:

- Attend monthly meeting and visits
- Smile for a photo
- Provide community newspapers with a press release

Commitment:

- One morning per month

Board of Directors

Purpose: Oversee the Chamber finances, legal issues and activities

Duties:

- Form committees
- Carry out activities for the Board for Directors
- Provide intellectual and physical help for managing the Chamber

Commitment:

- 3 year term of office
- Monthly board meeting, 1 to 1.5 hours each
- Serve on at least 1 committee
- Be available by email/phone for communications
- Help with Chamber functions

Annual Meeting/Holiday Party

Purpose: Annual Meeting to be held in January on 3rd Wednesday of the month

Duties:

- Pick Location - October
- Plan Menu - December
- Create Invitation - December
- Invite Tabletop Displays – November & December
- Door Prizes & Games? - December
- Plan for Decorations - December
- Collect Invitations – January
- Reminder out to Table Top Displays on what to bring – 2 weeks prior
- Notify Food Supplier of #'s – 1 week prior

Commitment:

- 1-2 hours of planning starting in October. Can be done in a meeting setting or via emails.
- Arrive early day of event to help set up

Golf Tournament Committee

Purpose: Annual Golf Tournament/Fundraiser (July)

Duties:

- Golf Course Proposals
- Plan/Coordinate Tournament
- Market/Advertise
- Course Set-up
- Tournament Set-up

Commitment:

- February-July
- 3 1-hr. committee meetings
- Assist with setup and/or during tournament and/or awards and cleanup

Good Neighbor Days Committee

Purpose: To increase visibility of the chamber and its activities throughout Good Neighbor Days. Also, provide a profitable event during the Heartland Days Celebration.

Duties:

- Plan an event(s) to increase awareness of Chamber.
- Meet regularly to determine responsibilities for the event(s)
- Market the event
- Assist in running the event from set-up to take down

Commitment:

- February-early June
- About 1 meeting per month for approx. 1 hour

Heartland Days Committee

Purpose: To increase visibility of the chamber and its activities throughout the Heartland Days Celebration. Also, provide a profitable event during the Heartland Days Celebration.

Duties:

- Plan an event(s) to increase awareness of Chamber.
- Meet regularly to determine responsibilities for the event(s)
- Market the event
- Assist in running the event from set-up to take down

Commitment:

- May-August
- Minimum of 1 meeting per month for approx. 1 hour

Running of the Llamas RibFest Committee

Purpose: Coordinate RibFest held during Running of the Llamas celebration held in Hammond the second Saturday in September

Duties:

- Recruit vendors to sell ribs
- Collect entry fees
- Map setup
- Oversee day of event

Commitment:

- 4 Committee meetings – one each in May, June, July & August; approximately 1 hour each
- Assist with Set-up and/or During RibFest and/or Clean-up

Ice Fishing Contest Committee

Purpose: The ice fishing contest is an annual event held around the end of January each year. The contest is currently held on Twin Lakes in the Town of Warren, in St. Croix County. The committee is responsible for organizing and facilitating the event.

Duties:

- Complete DNR Permit
- Recruit Sponsors/Prizes
- Develop Raffle/Distribute Tickets
- Deliver Posters/Flyers
- Obtain other permits
- Organize Food/Beverage
- Organize Volunteer Workers
- Updates to Chamber Board
- Set Rules and Prizes

Commitment:

- June – January
- Opening Meeting June (2-3 hrs)
- Monthly Meetings July-October (1 hr each)
- Bi-Weekly Meetings November-January (1 hr each)
- Set Up Day prior (4-5 hrs) & Day of (3-4 hrs)
- Work during Contest
- Clean Up (2-3 hrs)

Membership Committee

Purpose: To both recruit new members and renew memberships of current members. To overall grow the strength of the Chamber.

Duties:

- To meet with new businesses and existing non-chamber businesses and discuss membership in the Chamber
- To follow up with phone calls or in person 60 days prior to the expiration of current members to increase the incidence of renewal
- To network with current members to discuss what needs are being met as well as needs not being met by the Chamber.

Commitment:

- Two hours per month