

**BRAGG CREEK & AREA CHAMBER OF COMMERCE
BOARD & COMMITTEE ROLES AND RESPONSIBILITIES
2015 - 2017**

Executive:

The **President** provides leadership and guidance to the board of directors and ensures that each director carries out his/her responsibilities. The President may delegate responsibilities to other members of the board with their approval.

In addition to the duties outlined in the bylaws, the President will carry out the following additional responsibilities:

- Liaise with Rockyview County Administration, particularly Economic Development
- Liaise with Rockyview County Division 1 Councillor
- Liaise & advocate with other political entities as necessary
- Is the official spokesperson/representative of the Chamber of Commerce Board of Directors
- Ensures the board of directors develops and implements a Strategic Plan & budget to guide the organization into the future.

The **Vice-President(s)** assist(s) the President with some of the responsibilities of the position where appropriate and are responsible for a portfolio as outlined on the organizational chart.

In addition to the duties outlined in the bylaws, the Vice President will carry out the following additional responsibilities:

- Chair some meetings
- Recruit Board Members
- Assist Committee Chairs with committee member recruitment

The **Secretary** is responsible for keeping the records of the society. The secretary records, distributes and ensures the safe storage of the minutes of the board of directors and member meetings.

In addition to the duties outlined in the bylaws, the Secretary will carry out these additional responsibilities:

- Liaise with committee chairs to determine needs and apply for grants
- With committee chairs ensure that reporting requirements for grants are completed and submitted on time
- With the President and Vice President, prepare and distribute the agendas for the board and member meetings

The **Treasurer** is responsible for the financial integrity of the organization.

In addition to the duties outlined in the bylaws, the Treasurer will carry out these additional responsibilities:

- Liaise with the bookkeeper to ensure the books of the organization are kept up to date; including invoicing member dues
- Liaise with the accountant to ensure year-end books are completed
- Present statements to the board and to the members each month
- Ensure an internal audit of year-end statements is completed by two members of the BCCC once per year for presentation to the membership.
- Assist the secretary with grant applications and reporting as appropriate
- Liaise with the President, Vice President and each committee to prepare and present a budget annually
- Liaise with FFG Solutions to ensure a positive working relationship is maintained.

The **Past President**, will advise, guide and support the President and the board as they carry out their roles. The Past President will ensure effective turnover of responsibilities and relationships for the incoming President and Board. The Past President will carry out duties as requested and agreed upon by the President.

Committee Structure

Vice President Portfolio - Marketing, Communications & Tourism

This committee is responsible for:

- all internal and external communications & promotions related to the Bragg Creek & Area Chamber of Commerce activities and initiatives;
- attracting tourists to the hamlet of Bragg Creek.

Tourism Committee

Industry Liaison

This position is responsible for:

- developing and maintaining effective working relationships with both Tourism Calgary and Travel Alberta to ensure that the Bragg Creek and Area Chamber of Commerce benefits from those relationships to the maximum degree possible;
- ensuring that effective relationships between other BCCC committees and industry

Festival Committee

The Festival Committee is responsible for the ongoing planning and implementation of various festivals/events to attract visitors to the community. These festivals/events may be existing or new ideas requiring further development.

Marketing & Communications Committee

Public Relations - responsible for developing relationships with media and other entities in order to bring positive attention to the hamlet of Bragg Creek. This may include traditional media outlets, preparing and distributing news releases, providing media visits, promoting festivals and other activities. It may also include liaising with the webmaster, newsletter and social media committees to ensure effective information dissemination.

Website - responsible for maintaining and updating the website for both members and visitors

Newsletter - responsible for the content and distribution of the newsletter for both members and visitors

Social Media - responsible for developing & utilizing social media techniques to communicate the activities of the organization to members and visitors.

Where does signage fit in?

Vice President Portfolio – Membership & Business Liaison, Community Liaison, Operations

This committee is responsible for:

- recruiting & liaising with members of the Bragg Creek & Area Chamber of Commerce
- ensuring the integrity of the operations of the board and membership
- liaising with other community groups within the hamlet of Bragg Creek

Membership & Business Liaison Committee

- Recruiting & welcoming new members to the BCCC
- liaising with chamber members to determine needs and issues and communicate same to the board of directors
- developing business development workshops/training opportunities as appropriate
- arranging speakers for the meetings to meet members needs
- maintaining and distributing a business directory
- ensuring the distribution of Member Certificates and letters of welcome

Operations

- ensuring the operations policies of the organization are kept relevant & adhered to by the board of directors and members

Community Liaison Committee

- responsible for liaising with other community groups within the hamlet and communicating issues and opportunities to the board of directors