



## COMMITTEE INVOLVEMENT

*Our Mission is to promote and support the prosperity and development of the local business community and to enhance the quality of life of our communities.*

The success of your Chamber, business and community depends upon your ability and willingness to be involved. Becoming involved in a Chamber Committee gives you a voice, reinforces your business' commitment to the community and helps you make Algonquin/Lake in the Hills a better place to live, work and do business.

We know your time is valuable and sparse; **committee meetings are kept to one hour and always have an agenda.** To learn more about these opportunities, contact the Chamber at 847-658-5300.

### Standing Committees (meetings held monthly)

#### **Ambassador Team (works in conjunction with MAC)**

The Chamber's official public relations committee promoting good will and understanding about the Chamber to its members and the community at large. The Team encourages participation within the Chamber to assist local businesses grow and prosper. Meetings typically held the 3<sup>rd</sup> Wednesday at 9am at the Chamber Office.

#### **Membership Awareness (works in conjunction with Ambassadors)**

This committee works to retain Chamber membership through awareness and the continuous evaluation of benefits and services. Members implement plans using quantitative goals and deadlines for member retention recommendations and benefit/services evaluation. Meetings typically held the 3<sup>rd</sup> Wednesday at 9am at Algonquin Bank & Trust.

#### **Legislative & Economic Development**

This committee monitors legal and political issues within the community, county and state. They keep the Chamber Board informed of items that directly affect local businesses and encourage action, if appropriate. The committee also acts as a forum for the exchange of ideas between business and local, state and federal government.

### Event Committees (meetings based on the duration of the event/project)

*Call the Chamber at 847-658-5300 to learn when meetings will begin*

#### **Annual Awards Dinner**

This committee works to help plan and publicize the semi-formal dinner and dance held in February. The committee assists in awarding the New Business, Business of the Year and Volunteer of the Year.

#### **Annual Golf Outing Scramble**

This committee works to help plan and publicize a golf outing in September where Chamber members invite special clients or employees to a fun day of golfing, lunch, dinner, prizes, raffles and awards.

#### **Cruise Nights**

This committee will coordinate and implement the summer schedule alternating between Algonquin and Lake in the Hills. Responsibilities will include; promotion for sponsors and car enthusiasts, assistance with set-up, etc.

#### **Chamber's Corn Roast Booth**

During the Algonquin Founder's Day (July) & Lake in the Hills Sunset Festival (September), this committee recruits other Chamber members, staff and family members to work in the booth selling hot buttered corn. Available during weekend.

#### **Home & Business Expo**

Held in January this event brings together 100+ exhibitors and thousands of residents who are interested in products and services available in their community. The committee works to implement and coordinate marketing efforts for the Expo.

#### **Scholarship / Foundation**

This committee reviews applications from graduating high school students and determines the recipients of two \$1500 scholarships.

As a Committee Member, you are elected to serve as an individual and are required to be a Chamber member or represent a current Chamber member. Should you change professions or employment during your elected term, you have the option to continue on the Committee as long as all of the necessary By-Law requirements are met. Through this role, committees will assist the Chamber in enhancing the benefits and the programs to the business members which will enhance the business climate our communities.

**Responsibilities of a Committee Member**

- ◆ Understand and maintain a knowledge of current programs and benefits to Chamber members
- ◆ Take an active role in Chamber programs and events through volunteering, financial support and/or assistance in promoting
- ◆ Identify individuals who can assist the Committees or Staff
- ◆ Take initiative, provide leadership and share your resources and talents with the Chamber
- ◆ Come prepared to all meetings

**What to Expect In Committee Meetings**

- ◆ An agenda will be prepared including items open for discussion. Meetings should not last longer than one hour.
- ◆ Meetings will be conducted by the Chair or Co-Chair if applicable.
- ◆ During meetings, discussions should be kept to the point and individual comments should be kept as brief as possible. All members should take an active role and never feel reluctant to voice an opinion.

**Important Dates for Committee Members and Board of Directors**

Monthly Committee Meeting – Standing Committees typically meet once a month. Event Committees typically meet 4-5 months prior to Event, meeting once a month. Board of Directors meet the second Thursday of the month at the Chamber Office. Meeting will begin promptly at 8:00am with every effort to close the meeting by 9:00am.

Annual Board Retreat - The annual board retreat is typically held the on the day of regularly scheduled December board meeting, however, rather than the one hour meeting, the retreat will require that the day be spent planning for the upcoming year. Prior to the Retreat, each Committee will be approached for their input of upcoming year.

General Membership Meetings - The Business Over Lunch/Breakfast (general membership meeting) is general scheduled the second Tuesday or Wednesday. General meetings will include a brief overview of the Chamber's current activities which will be presented by the President. Committee members and Board Members are strongly encouraged to attend so that they can discuss Chamber news.

November General Membership Meeting - During the November General Membership luncheon, it is strongly encouraged for all Board members and Committee members to attend. During this luncheon, the upcoming board is slated as well as introductions of Board and Committee members.

Chamber After Hour Mixers - the Chamber will focus on scheduling Algonquin/Lake in the Hills Chamber of Commerce Mixers on the 4<sup>th</sup> Thursday of each month from 5pm to 7pm. Multi-Chamber Mixer will be scheduled accordingly. Committee members and Board Members are encouraged to attend so that they can discuss Chamber news and potentially discuss interest in their committee.

Ribbon Cutting Ceremonies – Typically Ribbon Cutting Ceremonies are held on Friday mornings at 9:00am. The President will make every attempt to schedule Ribbon Cuttings on the 1<sup>st</sup> and 3<sup>rd</sup> Friday's to avoid multiple events in one week (i.e. Mixer & Ceremony). Typically, the actual Ribbon Cutting will take place beginning at 9:00am, Ceremony at 9:15am followed by refreshments.