



# Southport Chamber of Commerce Board

## Roles and Responsibilities

<b>Board Members</b>	Ian Kennedy, Trevor Bruger, Sam Rees, Matt Williams, Lorraine Lovatt, Ariana Margetts, Jenny Crewes, Allan Godbee, Laird Marshall
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<b>Role</b>	<b>Ongoing role and responsibility</b>	<b>Notes</b>
Correspondence ( <b>Administration &amp; Secretarial Services</b> ) – Outsourced	<ul style="list-style-type: none"> <li>• Check info@scoc email and forward to relevant Board member</li> <li>• Monitor mobile phone and email</li> <li>• Prepare and circulate Board meeting minutes within 3 days after Board meeting so actions can be followed up.</li> <li>• Prepare notice of meeting and agenda by Friday prior to meetings</li> <li>• Renew members with membership team</li> <li>• Coordinate membership certificates</li> <li>• Work with finance to invoice sponsorships</li> </ul>	Get last board meeting minutes circulated and approved at next meeting
<b>President</b>	<ul style="list-style-type: none"> <li>• Prepare and deliver a summary of past month and items for future</li> <li>• Respond to media enquiries</li> <li>• First point of contact for CCIQ</li> <li>• First point of contact for government and elected representatives</li> <li>• Opening speech and hosting at events</li> <li>• Formal signatory on official letters and advocacy submissions</li> </ul>	
<b>PR &amp; External Affairs</b>	<ul style="list-style-type: none"> <li>• Preparation of any relevant SCOC public comment</li> <li>• Media liaison</li> <li>• External publication commentary</li> <li>• Contributions to newsletter content and media</li> </ul>	

<b>Revenue &amp; Expenditure</b>	<ul style="list-style-type: none"> <li>• Manage accounts</li> <li>• Reconcile bank statements with payments to website</li> </ul>	Monthly update on financial position
<b>Events</b>	<ul style="list-style-type: none"> <li>• Plan and book events with venues</li> <li>• Get info events to admin to post on events section of website and social media</li> <li>• Coordinate speakers</li> </ul>	Complete events schedule per annum as discussed with board.
<b>Marketing</b> (incl Website liaison, social media and Newsletter)  NB: Website management is outsourced	<ul style="list-style-type: none"> <li>• Source or review material sent in to post on website/EDM/Facebook</li> <li>• Liaise with website management team to post content for chamber activities and events, shared events, shared content</li> </ul>	Ongoing
<b>Memberships</b>	<ul style="list-style-type: none"> <li>• Review membership structure when required</li> <li>• Attract and convert new members</li> <li>• Work with administration team to coordinate membership certificates</li> </ul>	Ongoing
<b>IT</b>	<ul style="list-style-type: none"> <li>• Deal with IT matters as required</li> </ul>	Ongoing
<b>Executive Policy</b>	<ul style="list-style-type: none"> <li>• Deal with Executive policy matters as required</li> </ul>	Ongoing – as required
<b>Special Projects</b>	<ul style="list-style-type: none"> <li>• Report as consultation progresses</li> </ul>	As required