

Southport Chamber of Commerce Board

**2023 Roles and Responsibilities**

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| **Role** | **Ongoing role and responsibility** |
| Correspondence (**Administration & Secretarial Services**)– Outsourced | * Check info@scoc.org.au email and forward to relevant Board member
* Monitor mobile phone and email and respond to general member enquiries
* Prepare and circulate Board meeting minutes within 3 days after Board meeting so actions can be followed up
* Renew memberships
* Coordinate membership certificates
* Work with finance to invoice sponsorships
* Coordinate raffle prizes for events
* Source or review material sent in to post on website/EDM/Facebook
* Website and newsletter management
* Liaise with website management team to post content for chamber activities and events, shared events, shared content
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| **President** | * Prepare and deliver a monthly and annual President’s Report
* First point of contact for Business Chamber Queensland, government and elected representatives
* Welcome speech and update at Chamber events
* Formal signatory on official letters and advocacy submissions
* External publication and media commentary
* Approval of expenditure
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| **Vice President** | * Supporting the President and members where possible
* Assistance to deal with executive policy matters as required
* Assistance in preparation of any relevant SCOC media or public comment
* Represent the Southport Chamber at events and engagements
* Contributions to newsletter content and media
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| **Treasurer** | * Manage bank accounts
* Reconcile bank statements with payments to website
* Monthly financial report
* Complete annual financial report
* Approval of expenditure
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| **Secretary** | * Recording of Board Meeting Minutes
* Secondary approval of expenditure
* Call monthly Board meetings and send calendar invitations
* Call the AGM
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| **All**  | * Plan and book events with venues
* Promote the Chamber activities and events through personal networks
* Assist to coordinate and book speakers
* Review membership structure when required
* Attract and convert new members
* Deal with website and PA contract matters as required
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