

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](mailto:info@scoc.org.a) 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 |
| **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 |
| **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 |
| **Treasurer** | * Manage bank accounts * Reconcile bank statements with payments to website * Monthly financial report * Complete annual financial report * Approval of expenditure |
| **Secretary** | * Recording of Board Meeting Minutes * Secondary approval of expenditure * Call monthly Board meetings and send calendar invitations * Call the AGM |
| **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 |