

Position Descriptions

The President shall: Facilitate monthly meetings. Send agenda out to officers the third Monday of every month. Provide leadership to the group. Assist in developing policies for the operations. Inform members of opportunities for networking, professional development and services. Represent EHBA at area functions such as Chamber events, networking breakfasts, etc. Work with local leaders on opportunities for EHBA to be involved with the economic and community development of the area. Appoint committee chairpersons for extra functions. Handle member complaints and concerns. Monitor financial planning and financial reports. Play a leading role in fundraising planning and activities. Hold monthly officer meetings (can be held 1 hour prior to the monthly meeting). Hold the key to the organization's post office box and check it weekly.

The Vice-President shall: Perform president's responsibilities when he/she is not available. Arrange for venues and speakers for the monthly luncheon meetings. Obtain a back-up speaker if first speaker is unable to attend meeting. Update website with meeting locations, speakers, mixers, etc. Act as host to the guest speaker at each meeting. Contact restaurant/caterer with attendance number two days prior to the luncheon meeting. Plan the after-hour mixers, fundraising events, and other activities. Assist officers with any other duties as needed.

The Treasurer shall: Keep accurate financial records for the organization. Deposit money and checks in the designated account no more than one day after acquiring funds. Make copies of all checks that accompany deposits. Make sure new officers are added to the checking account by the end of February. Make sure the account is set up as "two signatures required." Issue checks from the organization as designated by the group or by monthly or annual expenses. Keep copies of all invoices or documents that are paid by check. At a minimum, prepare a printed quarterly financial report for the members. Upon request, provide the president or other officers with the organization's financial condition and financial reports. Keep track of paid/unpaid memberships on a spreadsheet. Send membership renewal form in November with a due date of March 15 of the following year. Pull monthly lunch meeting attendees from web site to print up member receipts and sign-up list.

The Secretary shall: Be responsible for taking accurate meeting minutes and posting minutes online. Designate a member to take minutes in his/her absence. Organize all membership forms in a yearly membership binder (alphabetized by company name). Add all new members to the EHBA website. Send monthly meeting notice ten days prior to meeting and meeting reminder two days prior to meeting. Assist members with meeting registration procedure. Send approved member e-mails to the EHBA members via the website. Send thank-you and get well e-mails as advised.

The Membership Relations Coordinator shall: Work on acquiring new members. Target new businesses from newspaper articles and advertisements, and from the municipal occupancy permit information. Welcome new businesses to the area with a letter or personal visit and invite them to attend a meeting as a guest. Thank guests by e-mail or letter for attending a meeting and encourage them to join. Introduce new members at meetings. Thank new members for joining and encourage them to participate in events. Send congratulatory e-mails for promotions, elected offices, etc. Set up quarterly after hour events and Holiday Party in December with the assistance of the President.