

9.6 TREASURER

Position Title: Treasurer

Basic Function: Ensures the integrity of the fiscal affairs of the Chamber. Such funds shall be kept on deposit in financial institutions, or invested in a manner approved by the Board of Directors. Serves on the Board of Directors, the Executive Committee and Chairs the Finance/Budget Committee.

Specific Responsibilities:

1. Checks are to be signed by any two (2) of the following: Executive Committee member or/and President. All payrolls and any check(s) in the amount of \$1000.00 or more must be signed by at least one (1) Executive officer, and/or President.
2. Ensures that the Beatrice Area Chamber of Commerce maintains accurate financial records.
3. Reviews Chamber expenditures and financial status on a monthly basis with C.P.A. and Chamber Financial Treasurer/President to ensure overall fiscal integrity. Be aware of reporting procedures between staff and C.P.A.
4. Offers financial counsel on special projects. Reports any trends or procedures that would negatively affect the Chamber financially.
5. Ensures that monthly financial reports (balance sheet and monthly cash flow variance report) are submitted and verbally reported to the Board of Directors and Executive Committee regular meetings.
6. Submits the financial accounts of the Chamber for an annual independent compilation audit.
7. Assists the President in drafting the annual budget before October 15th of each year, and proposes to the Board of Directors at their November meeting.
8. Represents the Beatrice Area Chamber of Commerce as assigned by the Chair of the Board.
9. In the absence of all other officers act as temporary Chair of the Chamber.

9.7 PRESIDENT

Beatrice Area Chamber of Commerce

Position: President
Reports to: Chair of the Board
Date: Sept. 2005

Exempt position - Full time/ Salary position may include some Saturdays, some evenings and/or early mornings

Position Description:

The President is the chief administrative officer of the organization. Duties are subject to the direction of the Board of Directors. The President manages the property, business affairs and staff of the chamber. The President is responsible for initiating, implementing and evaluating all aspects of Chamber activities. Primary responsibilities include:

- Operations
- Management
- Long-range planning for the organization
- Membership relations
- Policy recommendations to the board and
- Be a visible member of the community

The President's responsibilities include:

1) Planning

The Chamber President will work with the officers and directors of the board on:

- a) Annual business plan with long term and short term objectives
- b) A realistic annual budget to achieve objectives

2) Policy

The Chamber President will develop, monitor and evaluate:

- a) organizational structure to accomplish the objectives
- b) appropriate financial, legal and operational policies and procedures to support effectiveness
- c) Provide guidance and direction to key stakeholders including the Board of Directors, key volunteers and staff regarding the organization's purpose, goals, and policy positions

3) Financial Management

The Chamber President will:

- a) Supervise the preparation and maintenance of all records, reports and legal documents for the chamber
- b) Present an annual budget recommendation that adequately funds the organizational needs
- c) Supervise all investments and expenditures against the approved budget
- d) Present a monthly financial statement to the Board for approval
- e) Prepare a year end report on the organization's finances and activities

4) Board Development

The Chamber President will:

- a) Provide orientation support and guidance to the Board on Chamber issues
- b) Assist the Board in identifying potential opportunities
- c) Assist the Board in developing an annual business plan and objectives
- d) Provide the Board of directors with sufficient information to inform them of the financial, and operational status of the organization

5) Membership Development

The Chamber President will develop, monitor and evaluate:

- a) Systems to support membership retention and growth
- b) Identify and recruit volunteers to assist in shaping organizational directions through the Board, Committees and task forces
- c) Develop methods of supporting and recognizing volunteers

6) Staff Development

The Chamber President will:

- a) Employ staff necessary to carry out the work of the organization
- b) Monitor the terms of employment for all staff, assign duties and supervise work and evaluate employees performance

7) Community Relations

The Chamber President will:

- a) Actively promote the Chamber of Commerce to the community
- b) Actively promote Beatrice as a desirable place to live, work, visit and do business.
- c) Maintain a positive relationship with other organizations in the Beatrice area
- d) Build positive image through media communication
- e) Build and Maintain open relationship with elected officials
- f) Being actively engaged through service clubs, attending events, and participating in a professional manner in or as part of the community.

9:8 OFFICE MANAGER

Beatrice Area Chamber of Commerce

Position: Office Manager

Reports to: President

Date: Sept. 2005

Exempt position - Full time/ Salary position may include some Saturdays, some evenings and/or early mornings

Primary Responsibility: The role of this position is to insure the effective operation of the front desk and office; the timely and accurate completion of all financial and payroll duties; and working with the appropriate committee chairs to meet their annual plan of action. As such, the elements of this role are to insure the effective internal operations of the Chamber and provide quality customer service. This position is responsible within itself and by assisting other positions for the successful implementation of the Chamber's annual "program of work".

Dimensions:

This position reports to the President and assists the President and Membership Coordinator. This position may be assigned to staff certain committees. This position is responsible for the budgets of assigned committees and with the President for the annual budget.

Finance and Operations

- Greet and assist visitors as appropriate.
 - Serve as primary receptionist for the Chamber with duties including but not limited to answering incoming calls, routing calls, directing callers to outside sources, providing information to callers, getting information from callers.
- All duties as needed to provide the President with adequate financial information to manage the Chamber of Commerce.
- Work with contracted accounting firm to provide monthly financial reports for the Board of Directors.
- Collect membership Dues and other accounts receivable in a timely fashion
- Prepare and send dues statement each year in accordance with the dues set by the Board of Directors.
- Maintain database of Chamber members including dues information.
- Process all accounts receivable and payable for the Chamber of Commerce.
- Prepare staff payroll and all related reports and taxes and assist the contracted accounting firm.
- Employees turn in time sheets on the 15th and 30th to reflect benefits including but not limited to: insurance, pension, vacation, sick time, comp time, commission etc.
- Keep computerized and hard copies of all pertinent data.
- Handle all bank deposits and investment.
- Maintain petty cash as needed for routine operations.
- Provide support for preparation of annual Budget.
- Maintain a master calendar of Chamber Events.
- Coordinate committee activities including scheduling spaces, notices, agendas, RSVP's and lunches as needed.
- Handles all types of outgoing mail.
- Maintain a log of postage use for allocation to correct projects.
- Coordinate and maintain the time and temp line, promote, and record messages, and teach other staff.

- Coordinate the monthly newsletter by setting the timelines, assigning the articles, preparing the draft and coordinating the printing, inserts, collating and mailing to arrive to members before the first day of each month, annually prepare the design of the newsletter and help design the advertising ads.
- Coordinate timely and appropriate purchase of office supplies and regular collateral material within the budget.
- Coordinate routine maintenance of office equipment, building and grounds including snow removal, office cleaning, telephone maintenance, bug exterminator, heating/cooling, etc.
- Maintain & order certfichecks and be accountable for this program.

Committees and Projects

- Support Chamber President in, board communications, and preparation of Board of Directors materials for orientation and for regular meeting meetings.
- Serve as lead staff for Board of Directors meetings, including attending meetings, ordering lunches, collecting money, taking minutes, sending out Board notices, etc...
- Serve as lead staff for Ag Committee including the Ag Appreciation BBQ, follow up for event.
- Serve as lead staff for Home Stead Days Committee including attending meetings and helping coordinate the schedule of events, working with Main Street, the Mall, EBBA, Daily Sun, National Monument, Library, and Museum.
- Send weekly e-mail newsletter to all members.
- Keep Chamber website up to date in assigned areas.
- Work with lead staff on coordination of all events and activities. May be assigned specific responsibilities to projects, such as designing posters or tickets, budget preparation, planning details etc.
- Attend and participate at assigned workshops and conferences.
- Attend and staff special events.
- Be alert to things that need to be done and, without being asked, take initiative to see that they are done.

Membership

Membership recruitment and retention is a primary part of all jobs at the chamber. As a membership organization, it is essential that all staff be well versed and prepared to present membership information to all members and prospects.

9:9 TOURISM DIRECTOR

Beatrice Area Chamber of Commerce & Visitors Bureau

Position: Tourism Director

Reports to: Chamber President

Date: Sept. 2006

Exempt position - Full time/ Salary position may include some Saturdays, some evenings and/or early mornings

Position Description:

The Tourism Director is responsible for the administrative, operating and marketing functions of the Convention & Visitors Bureau including the following functions:

- Operations
- Management
- Sales and marketing objectives
- Long range planning for the organization
- Policy recommendations to the Board
- Be a visible member of the community

Tourism

1. Providing primary staff support to the Tourism committee and any subcommittees.
2. Provide primary staff coordination of the website www.visitbeatrice.com
3. Develop methods for promoting Beatrice to group travelers and to local groups including sports tournaments, school and family reunions and other special interest groups.
4. Promote Beatrice through strategic use of targeted advertising, media releases,
5. Travel shows, TIC events, SENTEC activities etc.
6. Lead in the development of Tourism collateral material including maps, visitors guides, coupon books, tourism section of the website, meeting all budget projections
7. Keep County kiosk's supplied with visitor information. (list available)
8. Maintain supplies of area information and vestibule display.
9. Coordinating, responding to and tracking all requests for tourism information
10. Maintaining a calendar of events related to visitors and tourists
11. Seek grant support for specific tourism opportunities.
12. Prepare and maintain quarterly reports for Gage County Supervisors.
13. Keep computerized and hard copies of all pertinent data
14. Maintain calendar of events and groups visiting the area.
15. Coordinate distribution of tourism collateral material to surrounding communities, TICs, motels, etc.
16. Provide service to groups requesting assistance from us including bus tours and special interest groups like TRAN, Good Sam's, sports tournament, reunions, etc.
17. Coordinate the placement of ads, and the purchase of collateral material related to tourism, travel shows, etc.
18. Participate fully in South east Nebraska Tourism Committee, Nebraska Tourism, Nebraska Travel Association, and other communities in the region, to maximize the efforts to promote tourism in the area.
19. Serve as liaison and support to community groups involved in promoting attractions to visitors; including but not limited to Homestead Days and Gage County Fair.

Committees and Projects

Serve as staff and participate in chamber events:
Homestead Days

Membership

Membership recruitment and retention is a primary part of all jobs at the chamber. As a membership organization, it is essential that all staff be well versed and prepared to present membership information to all members and prospects.

Performance Evaluation:

The performance evaluation of the CVB Director will be conducted by the Chamber President with input gathered from the CVB Advisory Board.

9.10 ADMINISTRATIVE ASSISTANT

POSITION DESCRIPTION

BEATRICE AREA CHAMBER OF COMMERCE &
GAGE COUNTY CONVENTION & VISITORS BUREAU

Position: Administrative Assistant
Reports to: CVB Tourism Director / Chamber President
Date: Sept. 2006
Non-Exempt position - part-time hourly

Role Description: The role of this position is to insure effective communication (written, verbal and electronic) of the Beatrice Area Chamber of Commerce/Gage County Area Convention & Visitors Bureau; and working with the appropriate staff and volunteers to meet the annual business plans of the Chamber and CVB. As such, the elements of this role are to insure the effective communications of the organization and provide quality customer services. The position is responsible within itself by assisting other positions for the successful implementation of the Chamber/CVB annual business plans.

Dimensions:

This position reports to the CVB Tourism Director / Chamber President and assists the Office Manager. This position may be assigned to staff certain committees, task forces, etc. of the organization. The position is responsible for electronic and written communication regarding tourism with the assistance of the CVB Director and Chamber President.

Knowledge and Skills:

This position requires the skill to work with the public and customers of both organizations. It requires a wide range of computer skills, customer service, written/verbal and electronic communication skills. The position will also coordinate convention activities and maintain the effective operation of the office through a variety of clerical responsibilities.

Nature of Position:

- Process information requests daily received via the telephone, mail, and internet or in person.
- Has primary responsibility to CVB data entry and data base management on ACT.
- Maintain a record of community information that can be forwarded to publications throughout the year.
- Coordinate the activities/programs for conventions/conferences in the Gage County Area. This includes contacting planners with events booked at Gage County facilities regarding resources and services available through the CVB.
- Maintain and order supplies within the established budget.
- Assist in staffing the office and telephones.
- Assure that the general office areas are presentable at all times.
- Attend and participate at assigned workshops and conferences as approved by the President and/or Executive Director.
- Sends out notices for CVB board meetings and keeps the Advisory Boards books up to date with minutes /Agendas of meetings.
- Be alert to things that need to be done and, without being asked, take initiative to see that they are done.

Performance Evaluation:

The performance evaluation of the CVB Administrative Assistant will be conducted by the Chamber President with input gathered from the CVB Director.

9:11 MEMBERSHIP COORDINATOR

Beatrice Area Chamber of Commerce

Position: Membership Coordinator

Reports to: President

Date: Sept. 2005

Exempt position - Full time/ Salary position May include some Saturdays, some evenings and/or early mornings

Primary Responsibility: The role of this position is to coordinate a wide range of membership services to our investors. This position also coordinates the general activities of the volunteers and committees. As such, the elements of this role are to insure the effective coordination of activities and to provide quality customer service. This position is responsible within itself and by assisting other positions for the successful implementation of the Chamber's annual "program of work".

Dimensions: This position assists the President. This position is assigned to staff certain committees. This position is responsible for Membership. Retaining members, developing and showing value of the Chamber to the membership and increasing our current membership through yearly goals established by Staff and the Board of Directors. This position is responsible for the budgets of assigned committees and projects and with the President for the annual budget. This position also works with the assigned committees to achieve their revenue goals and with the entire organization to meet the membership income goals.

Membership

- Coordinate membership Drives, Member visits, Ribbon Cuttings, etc
- Develop and continue ways for recognition of members
 - Anniversary Visits?
- Maintain a system of contacts for new members and implement a retention plan
- Set goals for membership growth and retention.
- Maintain contact database for Prospects, new businesses, changes in businesses.
- Review the Daily Sun for information regarding members and send with congratulatory notes.
- Develop and execute a dependable process to handle drops and potential drop members
 - Example: Each month look at Membership Report
 - At 30 days – Write a message on bill
 - At 60 days – phone call/visit
 - At 90 days – assign a board member to visit
 - At 120 days – President meets with them
- Develop and maintain collateral material necessary to benefit members and encourage membership retention and recruitment (Member to Member Benefit)
- Provide updates to the Board on Membership each month (spreadsheet)
- Coordinate all membership meetings – BBH and BAH (need to schedule)
- Develop Membership Benefits including Member to Member programs,
- Develop ways to promote member businesses and provide recognition to business members
- Coordinate the sale of all web advertising, Directory, Newsletter inserts, and other products sales and enhancements.

Committees and Projects

- Contribute to and proof monthly newsletter
- Assist with newsletter advertising to meet budget
- Serve as lead staff to Ambassador Club,
- Serve as lead staff to Women's Division, coordinating the Annual Banquet, The Business Awards Luncheon and Arts in the Park
- Serve as lead staff person for Beatrice Leadership program.
- Keep Chamber website up to date in assigned areas.
- Work with Chamber President in planning and promotion of all Membership educational Seminars, tours etc,
- Help customers with certfichecks when needed
- Assist in staffing the reception desk and telephones.
- Assure that the general office areas and lobby areas are presentable at all times
- Greet and assist visitors as appropriate.
- Coordinate the membership directory project including design, ad sales, editorial content and distribution - meet budget projections
- Attend and participate at assigned workshops and conferences.
- Attend and staff special events.
- Be alert to things that need to be done and, without being asked, take initiative to see that they are done.

SECTION TEN: EXTERNAL POLICIES & ISSUES

10.1 INTRODUCTION

The Beatrice Area Chamber of Commerce recognizes their importance of representing the area business community on a wide range of issues. Through forums, surveys, task forces and personal contact, policy issues are developed and adopted. The Beatrice Area Chamber of Commerce actively communicates the concerns of the area business community through our members to our elected officials. We appreciate our member's involvement and commitment.

10.2 LEGISLATIVE ACTION

On issues covered by general statements of policy, the Chamber shall allow the Legislative Committee chair, co-chair, committee, and Chamber President the prerogative of action to be taken on legislative matters that affect the well being of the Greater Beatrice Area, especially so far as the business climate is concerned.

1. Legislation should facilitate rather than impede economic growth.
2. Legislation should stimulate rather than weaken the principles of private initiative, individual incentive and competitive enterprise.
3. Legislation should strengthen rather than weaken the principles of private initiative, individual incentive and competitive enterprise.
4. The Legislative Committee should study all issues pertinent to our area.
5. Whenever possible the Beatrice Area Chamber of Commerce will attempt to establish a non-partisan political attitude. However, if pending legislation would appear to defeat our purposes, strong action should be taken rather than avoiding the issue.

GUIDING PRINCIPLES

10.3 BUSINESS CLIMATE

The Beatrice Area Chamber of Commerce believes that the greatest good for the greatest number of people will result from the maintenance of a business climate throughout our trade area, where our people may live, work, and invest their savings in private enterprise so as to produce goods, render service, provide jobs, and make possible a fair return on their investment. Through this method, we can assure employment and security for the citizens of today and tomorrow.

It shall be our policy to promote and cooperate with regional, state, and local groups in programs to maintain and improve a dynamic business climate for the greater Beatrice trade area.

10.4 CULTURAL DIVERSITY

The Beatrice Area Chamber of Commerce is committed to fostering and building a culture in which diversity is valued...a culture in which people care, are accepted, and where individual differences are respected among citizens, businesses, employees and individuals. We strive to be an organization that supports people who are diverse in gender, race, ethnic origin, physical and mental abilities, religious beliefs and differing lifestyles.

Diversity is "the vast array of physical and cultural characteristics and differences that make up the spectrum of human beings."