STANDING COMMITTEES

Audit Committee
- Present Recommendations of External Auditors
- Recommend Selection of External Auditor
- Review Required Communication Letter
- Communicate with President/CEO of Appropriate Action Required to Correct Deficiencies

Executive Committee
- Make Decisions that Fall Within the Topics Covered by Board Policies on Governance Process & Board- President Relationship, Except Where Board Specifically Delegates Portions of this Authority to Others
- Establish Meeting Agenda & Lead Board Meetings
- Seek Council from Board (in Conjunction with Chairperson Elect) Prior to Conducting President/ CEO’s Performance Evaluation
- Represent the Board in Announcing Board-Stated Positions & Interpretations Within the Areas Delegated to Him/Her

Nominating Committee
- Propose a Slate of Officers and Directors for Board Consideration

Ad-Hoc Committees
- Established by Board to Support Board Initiatives
- Upon Completion of the Task or Achievement of the Objective, Ad-Hoc Committee is Dissolved

ORGANIZATIONAL CHART
Fiscal Year 2017-2018

BOARD OF DIRECTORS
- Represent the Members
- Provide Strategic Direction
- Approve Annual Budget
- Approve & Install Board Nominating Committee’s Slate of Candidates
- Set Obtainable Goals (Ends Statements) & Develop Strategies to Measure Success & Member Satisfaction
- Establish Board Policy
- Measure President/CEO’s Performance

STAFF
- President/CEO
  - “Face” of the Chamber/Primary Spokesperson
  - Acts as Spokesperson on Behalf of Chamber
  - Facilitates Collaboration with Organizations/Businesses
- Finance Director
  - Manages Accounting Activities (GL Entries, Reconciliations, APIAR & Collections)
  - Monitors Cash Balances
  - Prepares Financial Reports Using GAAP
  - Develops Budget, Forecasts & Projections
  - Coordinates Audit
- Marketing Manager
  - Develop & Execute Marketing Plan
  - Provides Copywriting & Graphic Design
  - Manages Social Media Content & Website
  - Selects & Orders Promotional Items
  - Acts as Secondary Spokesperson
  - Manages Media Buys
- Membership Development Manager
  - Develop & Execute Membership Sales Plan
  - Manage Sales Cycle from Lead Generation to Completed Sale
  - Aggressively Cold Call & Telemarket Prospective Businesses
- Special Projects Manager
  - Great Guests, Answer Calls & Provides Resources
  - Process Electronic Certificates of Origin
  - Coordinate Chamber Mailings
  - Coordinate Meetings
  - Enter Mail & Phone Payments
- Talent Director
  - Develop & Execute Talent Development Plan
  - Recruit Business Partners, Projects & Mentors
  - Manage Workforce Hub Activities
  - Manage Inspire Activities

AFFILIATES
- Wausau Area Chamber of Commerce Foundation, Inc.

MEMBERSHIP
- Provides Oversight on All Employment Activity
- Ensures all Organizational Goals are Achieved
- Operates in Accordance with Policy Governance

 Programs & Events Director
  - Develop, Coordinate & Execute Signature & Professional Development Events
  - Manage Sponsorship Sales Cycle from Lead Generation to Completed Sale
  - Manage Event Ad-Hoc Committee Activities
  - Act as Staff Liaison to Board of Directors

STANDING COMMITTEES

Audit Committee
- Interface with Auditors Throughout Initial & Final Audit Stages
- Review With Auditors Their Evaluation
- Review Financial Statement & Audit Results Before Finalized by Auditors
- Present Recommendations of External Auditors
- Recommend Selection of External Auditor
- Review Required Communication Letter
- Communicate with President/CEO of Appropriate Action Required to Correct Deficiencies

Executive Committee
- Set Board Meeting Agendas
- Provide Guidance to President/CEO
- Prepare Policy Alternatives & Implications for Board Deliberation
- Act for and on Behalf of the Board Between Board Meetings in Emergency Situations
- Investigate Whistleblower Accusations
- Exercise Additional Authority as Set Forth in the Policy Governance Manual
- Acts as Audit Committee Per Bylaws Officer-Specific Duties Chairperson
- Assure Integrity of the Board’s Process
- Represent the Board to Outside & Inside Parties
- Ensure Board Maintains Focus on Vision & Behaves Consistent with it’s own Board Policies & Those Legitimately Imposed Upon it from Outside the Organization
- Encourage Board Membership to Participate Fully & Assume a Group Responsibility for it’s Outcome

Nominating Committee
- Propose a Slate of Officers and Directors for Board Consideration

Ad-Hoc Committees
- Established by Board to Support Board Initiatives
- Upon Completion of the Task or Achievement of the Objective, Ad-Hoc Committee is Dissolved

AMBASSADORS
- Attends Ribbon Cuttings
- Assists at Events (Greeting, Check-In, Usher)
- Assists with Retention Efforts

FIRST TUESDAY
- Discusses Relevant Community Issues in a Confidential Forum

PROGRAMS & EVENTS
- Promotes Business-Based Legislation
- Develops Position Statements on Behalf of Chamber

AD-HOCS/COMMITTEES/GROUPS
- Ambassadors
- First Tuesday
- Program Ad-Hocs
- Workforce Hub
- Financials
- Marketing
- Talent Director
- Membership Development Manager
- Audit Results Before Finalized by Auditors