

## **Chamber Connection Location Committee Member Job Description**

**Purpose:** The purpose of the Chamber Connection is to provide a valuable and fun networking opportunity for all members of the St. Cloud Area Chamber of Commerce; to introduce non-members to one of the benefits/programs of the Chamber; and to recruit new members to the Chamber.

The purpose of the Chamber Connection Location Committee is to secure hosts, co-hosts, and sponsors for Chamber Connection meetings and events, to welcome new attendees to the Chamber Connection, and to work with the chair and vice chair on new programs and services.

### **Primary Tasks:**

1. Secure a minimum of three hosts for Chamber Connection meetings during the course of the year
2. Perform on-site visits with those hosts secured in task #1, and help with other on-site visits as assigned. Confirm addresses for meeting locations as assigned.
3. Serve as lead meeting assistant and assistant lead as assigned. Duties spelled out in "Chamber Connection Location Committee and Greeters Standard Operating Procedures"
4. Secure at least one sponsor for the December Chamber Connection Birthday Party and August Gavel Change.
5. Attend one lunch meeting per month, approximately 1.5 hours. Should not miss more than three meetings per year
6. Attend one committee orientation meeting in spring or fall.
7. Serve as informal hosts of all meetings, welcoming and introducing first time attendees to others at the meeting
8. Contact new Chamber members and temporary name badge members as assigned and invite them to attend Chamber Connection
9. Regularly attend Chamber Connection
10. Help recruit new members to the Chamber Connection Location Committee as requested
11. Promptly send out welcome letters (form letter available from Chamber staff) to first time attendees for assigned meetings.

### **Skills & Characteristics:**

- Friendly; willing to make phone calls, greet people at meetings, send out cards, perform on-site visits with hosts
- Comfortable making sales calls to solicit hosts and Birthday Party and Gavel Change sponsors
- Should enjoy networking and meeting new people

### **Benefits of position:**

- Opportunity to meet a wide variety of new people
- Sales contacts
- Visible position as a leader within the Chamber Connection
- Gain experience in sales and on-site visits

### **Recruited and Assisted by:**

Apply through the written application process. Voted on by Location Committee. Recruit in August and September to begin work in October; and in January and February to begin in April.

### **Length of Term:**

2 years: October - September, or April through March; following a minimum of a one-year break may reapply for a second term

### **Approximate Time per week or month:**

3-4 hours per month