Committee Volunteer Expectations

Purpose:

The purpose of a Portland Chamber of Commerce committee is to deliver the specific program or event along with budgeted revenue that supports and continues the work of the Portland Chamber of Commerce as found in the annual Program of Action. As a volunteer you are part of a team that assists the chamber in program, event and fundraising efforts. As a team member you are expected to present a positive attitude and bring new ideas and energy to the committee. A committee volunteer plays an active role and stays involved with the committee through the planning and execution of their chosen program or event.

Responsibilities:

1. Play an active role in committee meetings and program/event preparation such as:
    a. Complete specific jobs delegated by the chair or staff liaison
    b. Selling tickets to or recruiting attendees for the program/event.
    c. Soliciting cash or in-kind donations.
    d. Support event promotion and public relations including social media, networking and phone calls.
    e. Consider accepting a future leadership role on the committee.

2. Attend at least 75% of committee meetings.

3. Attend and play an active and helpful role in the execution of event or program.

4. Assist in the volunteer recruitment and retention.

5. Work with committee on improving future events and programs

6. Avoid any conflicts of interest between your position on the committee and your personal or professional life. If such a conflict does arise, declare that conflict to the committee and refrain from voting on those matters.

7. All committee members should understand the financial impact and objective of the program or event. Financial commitments are the sole responsibility of the staff liaison and the chamber's board of directors. All contracts are signed by the chamber's President/CEO.

Resources Available: Committee Chair, other committee members, chamber staff liaison and President/CEO

Reports to: Committee Chair / Co-Chair

For Questions Contact: Staff Liaison