



Mission: To produce a business, tourism and family friendly environment encouraging dynamic growth for Portland

POLICIES AND PROCEDURES  
Portland Small Business Council

Council Mission Statement: The Portland Chamber of Commerce Small Business Council will sponsor a variety of educational and entertaining events, workshops and forums that assist small businesses in their overall performance and ultimately the business climate of our community.

Article I – Objectives and Goals

- A. Develop annual programs and resources designed to enhance employee recruitment and retention efforts for small businesses.
- B. Facilitate a networking series for small businesses to educate owners/managers about business-related issues and to build relationships between small business members.
- C. Strengthen the communications between small business members and the Chamber.
- D. Assist small businesses with their overall performance by sponsoring a variety of educational events, workshops, forums and entertaining gatherings.
- E. Coordinate small business programs, seminars and workshops; including but not limited to:
  - a. Business of the Month Award – 12 recipients recognized per year (one per month)
  - b. Business of the Year – recognized at the Annual Banquet
  - c. Business Expo – annual business even working in conjunction with the Ambassadors
  - d. Small Business Council Breakfast
  - e. Promote Chamber functions throughout the year

Article II – Meetings

- A. Meetings are held on the first Friday of the month
- B. Meetings are held year-around unless committee votes to take a month off

Article III – Membership

- A. Council will consist of no more than 25 members and operate concurrently with the Chamber's election year
- B. Council members must have a continuous and good standing Chamber membership status
- C. Recognize that both time and effort are needed to implement and achieve goals and objectives
- D. Agree to and have a clear understanding of the Council's Mission Statement, goals & objectives
- E. Understand that absence from three (3) consecutive meetings will cause the Chairman to call the party involved.
- F. Council agrees to recruit a minimum of one (1) new "Council" Member during the course of the Council's Fiscal Year

Article IV – Election & Officers

- A. Elected officer positions are Chair, Vice-Chair and Secretary
- B. Nominations are held in April if the Fiscal Year is June 30, election is held in May
- C. Officers shall hold office no more than two (2) consecutive yearly terms
- D. Duties of the Chair consist of presiding over the monthly meeting, setting goals for the year, appointing committees as needed, handling dismissal of a member, resignation or requests



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- for a leave of absence. Emcee at Breakfast, conducting Business of the Month presentation and attending the annual Chamber Banquet
- E. Duties of the Vice-Chair consist of presiding over meetings and events in the absence of the Chair, assisting with the setting of goals for the year, providing assistance to the Chair when called upon and attend the annual Chamber Banquet
  - F. Duties of the Secretary consist of taking the minutes at meetings, distribution of minutes to all members, presiding over meetings or events in the absence of both the Chair and Vice-Chair and attend the Chamber Banquet.

Article V – Committees

- A. Council members involved with a committee shall serve until the purpose of the committee has been completed, regardless of fiscal year
- B. Meetings are open to any Chamber member interested in the “Business Council” goals and objectives
- C. Business owners or their representative may apply to join the council, two (2) people per membership
- D. New members are nominated, reviewed and voted upon by the council vote must be 2/3 majority
- E. Sub-committees can be appointed and special meetings called by the Chair, as needed
- F. Honorary members will be comprised of Chamber Staff, past Chairs, Board of Directors and membership
- G. Committee members will be governed by the expectations as Council members (see Article III – Membership B,C, D & E)

All records shall be kept in accordance with the Chamber’s Record Retention Policy.

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Updated: \_\_\_\_\_  
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