

## Hanover Area Chamber of Commerce, NJ - Committee Guidelines

1. Each Board member will be responsible for chairing a committee and reporting back to the full Board at the Board meeting on the first Monday of each month.
2. Each Chairman/woman will be responsible for selecting committee members from the Chamber membership who will share in the responsibilities of the development of the agenda, and to the overall success and growth of the Chamber of Commerce.
3. Each Committee should have a Vice Chairman, Treasurer, and Secretary and there must be a quorum to vote. In the absence of a quorum, but with a need for a decision to be made, the President and CEO has final voting decision.
4. Each Committee is responsible for forming a working budget, raising sponsorship and funding if necessary, an agenda, a mission statement and a document of working goals for the year.
5. Each Committee will rotate its officers annually which will include Chairmen.
6. Each Committee will have its own page on the Chamber's web site, which will include the pictures of Committee members and their company information. Pictures should be taken at all meetings and events.
7. Each Committee is responsible for sending completed updated information to the Web Master.
8. Each Committee will organize a minimum of one fundraising event per year, which will be supported by other Committees when necessary.
9. Each Committee will meet a minimum of once a month either by phone, by Skype, or in person as is deemed appropriate by the Chair of the Committee.
10. In addition to one event per year, each Committee will meet to discuss an Agenda of 'Key Industry Concerns' which will form an individual and collective legislative agenda. This will be presented to the State in January and at Legislative Sessions. The document will be utilized to address key elements of concern with the State, as and when necessary during the year.
11. All events and key concerns will be featured in the Chamber's monthly newsletter and all meeting dates will be included in the Calendar of events on the Chamber's web site.
12. Members can opt to join committees during the year, with the understanding that they must be voted onto the committee with a majority vote.
13. Members of the public can attend Committee meetings with the understanding that they cannot participate in any other way than to observe.
14. Members cannot be removed from the committee without the permission of the President and CEO, who will evaluate all concerns, offer support and advice and if deemed appropriate, will carry forth executive decision to request the member to leave.
15. Each Committee is responsible to the President and CEO of the Chamber of Commerce, who will have the executive decision in all matters.  
Each Committee will be fully supported by the President and CEO who will offer help with fundraising and other items when needed.
16. Chamber Members will be warmly welcomed to join which ever Committee they feel their talents can be best utilized.