



Nutley Chamber of Commerce Executive Board Responsibilities

Board Members are expected, but not required, to participate in monthly Board Meetings (8am/2nd Thurs.) and G.M. Luncheons (12 noon / 3rd Thurs.) They are asked to assist Committee Chairs perform their duties.

The President shall be the chief executive officer and preside at all meetings of the Chamber and perform all duties incident to this office. S/he shall, subject to the approval of the Board, appoint all committees and s/he shall be ex-officio member of all committees. S/he shall commend the Board such matters and make such suggestions as may tend to promote the prosperity and increase the usefulness of the Chamber. The President shall preside at all meetings and perform all duties incident thereto; in his/her absence either of the Vice Presidents in order of their office shall preside.

The Vice Presidents shall act in the absence of the President: in the absence or disability of the three officers named (President, First Vice President and Second Vice President) the Immediate Past President shall act temporarily.

The Treasurer shall receive and disburse the funds of the Chamber. S/he shall keep all monies of the Chamber deposited in its name. S/he shall make reports to the Board at their regular meeting.

The Secretary shall perform the duties of the Recording Secretary at all Chamber meetings.

The General Counsel shall be responsible for the legal functioning of the Chamber.

Members at Large have no specific responsibilities but have the right to one vote on Board decisions.

Committee Chair Position Responsibilities

Membership - Recruitment of new members and retention of present members

Santa's Arrival - Preparation and execution of the annual event

5K - Preparation and execution of the annual event.

General Membership Luncheons – Book venues and speakers for the monthly event.

NCoC/NHS Business Education - Develop, propose and execute plans to invest in our high school business education.

Business and Community - Deal with business community issues, ie., parking, beautification, legislation, civic & welfare, public relations, attend BOC and Planning Board meetings

Ribbon Cutting - Attend new Member's ribbon cutting ceremonies.

Façade - Improve the appearance of the business districts.

Special Events & Promotional Programs - Preparation and execution of any not-regularly scheduled events

Web Site – Develop, improve and help maintain the Chamber website

Members Benefits - Develop new benefits for the MembersP