

# NHCOC COMMITTEES – 2012-13

## CONTINUING COMMITTEES

### **Ambassador Committee –**

The faces of the Nordonia Hills Chamber of Commerce  
Take turns greeting members at Chamber functions  
Visit new area businesses and distribute Chamber information  
Maintain contact with new & current members  
Ribbon Cuttings & Grand Openings

### **Membership Committee**

Recruitment  
Retention  
Orientation  
Marketing

### **Nominating Committee**

Meet quarterly  
Accept & solicit nominations for Board of Director offices

### **Scholarship Committee**

Committee decides how many scholarships to give, how much & to whom  
Assist with Expo Scholarship Raffle

### **Finance Committee**

Insure sound fiscal operation  
Yearly budget  
Staff compensation & benefits

### **After 5 Business Showcase Committee**

Schedule After Hours events  
Organize event  
Recruit sponsors

### **Program Committee**

Schedule monthly speakers & locations  
Solicit sponsors  
Organize 50/50 raffle, infomercials

### **Tuesday Dining Group Committee**

Schedule monthly locations  
Act as liaison w/ restaurant

## EVENT COMMITTEES

### **Expo – March**

Meetings - monthly until Feb – then bi-monthly  
Find sponsors, vendors, volunteers  
Entertainment, food court  
Set-up and take-down

### **Duathlon – May**

Solicit sponsors & volunteers  
Volunteer at function  
Meetings begin monthly in January

### **Annual Awards – May**

Publicity  
Create Nomination Form  
Meetings – 2-3  
Plaques  
Invitations

### **Golf Outing – August**

Solicit sponsors for holes & skill prize  
Publicity  
Solicit Door & Raffle prize  
Sign-up golfers  
Meetings – monthly Feb – June

### **Clam Bake – September**

Sell tickets  
Publicity  
Volunteer at event  
Meetings – 2-4  
Solicit door prizes

### **B2B Expo Committee – Fall event**

Recruit vendors  
Publicity  
Set up & take down

### **Holiday Party – Dec.**

Arrange food & raffle donations  
Decorate

### **Special Events & Workshops**

Schedule  
Organize event  
Publicity