

St. Joseph Area Chamber of Commerce

DIPLOMATS CLUB

2010 Leadership Interest Survey

Name: _____

Company: _____

Please check the following committee(s) you would be interested in serving as vice -chairman for:

ANNUAL BANQUET

HOSPITALITY

AWARDS

NEW EXECUTIVES LUNCHEON

BUSINESS MIXERS

NEW MEMBER CONTACT

COMMUNITY RELATIONS

Check out the attached sheets of job descriptions for each committee.

Yes, I would be interested in serving as Diplomats Club
Chairman/Vice Chairman in the future.

Please return to Natalie Leonard-Redmond by fax to 816-364-4873 or email
leonard@saintjoseph.com

Thank You!

St. Joseph Area Chamber of Commerce

DIPLOMATS CLUB

Chairman

2010 Chairman, Jason Douglas

Job Description

- Presides at monthly breakfast meetings.
- Represents the Diplomats Club at Chamber functions.
- Serves as the Diplomats Club representative to the Chamber Board of Directors that meet the 4th Tuesday of the month from 4pm-5pm at the Chamber of Commerce (excluding June & July).
- Serves as an ex-officio member of each subcommittee and ad hoc committee.
- In November, meets with the current vice chairman and Chamber staff to determine the following year's Diplomats Club officers and committee chairmen.
- Follow up on club members who have missed (3) consecutive meetings.
- Give a formal presentation about the Diplomats Club as needed.
- Review bylaws annually.
- Plan the Diplomats Club Officers Retreat in January.
- Review attendance records.

St. Joseph Area Chamber of Commerce

DIPLOMATS CLUB

Vice Chairman

Job Description

- Introduces host at Diplomats Club meetings.
- In the absence of the chairperson, presides over the monthly breakfast meetings.
- In November, meets with the current chairman and Chamber staff to determine the following year's Diplomats Club officers and committee chairmen.
- The vice chairperson assumes the chairperson position in January after serving a year as vice chairperson.

St. Joseph Area Chamber of Commerce

DIPLOMATS CLUB

Annual Banquet Committee

Committee Job Description

This committee plans the Chamber's Annual Banquet, held each January. All committee members assist with decorating the Civic Arena. There are several subcommittees on which members can serve: Sponsor Reception, Dinner, Decorating and Coat Check.

Chairman Job Description

2010 Chairman: Jenny Cathcart

The Chairman recruits committee chair positions and runs committee meetings. Chair provides information, support and direction as needed to each subcommittee.

Presents committee updates at monthly Diplomats Club meetings or arranges for a committee member to report in chairman's absence.

Vice Chairman Job Description

The Vice Chairman will conduct committee meetings in the absence of the Chairman. Vice Chair will oversee coordination of the Sponsor Reception. The Vice Chairman succeeds the Chair in coordinating the following year's Annual Banquet.

Committee Meetings

Participation involves a number of meetings beginning in April and continuing until the January event.

St. Joseph Area Chamber of Commerce

DIPLOMATS CLUB

Awards Committee

Committee Job Description

This action group is responsible for presenting awards to businesses at ground breakings, grand openings and ribbon cuttings throughout the year. The committee also coordinates the annual Member Anniversary Awards Program. Committee members should make every attempt to attend all ceremonies and take turns presenting awards.

Chairman Responsibilities

2010 Chairman: Paul Stickler

The Chairman is responsible for scheduling award presenters at each ceremony.

Presents committee updates at monthly Diplomats Club meetings or arranges for the vice chair to report in chairman's absence. They also send reminder notices of upcoming award ceremonies to diplomat members.

Vice Chairman Job Description

The Vice Chairman will fill in - in the absence of the Chairman. The Vice Chairman succeeds the Chair the following year.

Committee Meetings

Committee Meetings as needed.

St. Joseph Area Chamber of Commerce

DIPLOMATS CLUB

Business Mixers Committee

Committee Job Description

This committee is responsible for coordinating networking events for the Chamber. Committee members assist with set-up, registration and check-in at each event and makes sure attendees are welcomed and introduced to others. The committee also contacts member businesses to serve as hosts and recruits door prizes.

Chairman Responsibilities

2010 Chairman: Vicki Rowland

The Chairman is responsible for running the committee meetings and serves as emcee at the event.

Presents committee updates at monthly Diplomats Club meetings or arranges for the vice chair to report in chairman's absence.

Vice Chairman Job Description

The Vice Chairman will fill in - in the absence of the Chairman. The Vice Chairman succeeds the Chair the following year.

Committee Meetings

One - two committee meetings are held each year.

St. Joseph Area Chamber of Commerce

DIPLOMATS CLUB

Community Relations Committee

Committee Job Description

Committee members actively participate in community projects and events to promote and increase visibility of the Chamber.

Chairman Responsibilities

2010 Chairman: Joe Vigliaturo

The Chairman oversees committee meetings to determine what projects/activities in which to become involved. They also oversee each project and secure volunteers.

Presents committee updates at monthly Diplomats Club meetings or arranges for the vice chair to report in chairman's absence.

Vice Chairman Job Description

The Vice Chairman will fill in - in the absence of the Chairman. The Vice Chairman succeeds the Chair the following year.

Committee Meetings

As needed.

St. Joseph Area Chamber of Commerce

DIPLOMATS CLUB

Hospitality Committee

Committee Job Description

Committee members serve as greeters for the following Chamber events: Diplomats Club meetings, Chairman's Breakfasts, St. Joe Risings, Business Mixers and other events as needed through-out the year.

Chairman Responsibilities

2010 Chairman: Steve Sewell

The Chairman schedules greeters for the listed Chamber events and others if necessary. **They will check with the Administrative Assistant to Membership each month for a list of events that will need greeters.**

Presents committee updates at monthly Diplomats Club meetings or arranges for the vice chair to report in chairman's absence.

Vice Chairman Job Description

The Vice Chairman will fill in - in the absence of the Chairman. The Vice Chairman succeeds the Chair the following year.

Committee Meetings

There are no committee meetings

St. Joseph Area Chamber of Commerce

DIPLOMATS CLUB

New Executives Luncheon Committee

Committee Job Description

This committee coordinates the New Executives Luncheon held each September. Committee members contact new executives to confirm their attendance, arrive early the day of the event to decorate tables and stuff goodie bags, and serve as table hosts. Members also secure gifts for executives and choose centerpieces.

Chairman Responsibilities

2010 Chairman: Pat Brown

The Chairman is responsible for running committee meetings and serves as emcee at the event.

Presents committee updates at monthly Diplomats Club meetings or arranges for the vice chair to report in chairman's absence.

Vice Chairman Job Description

The Vice Chairman will fill in - in the absence of the Chairman. The Vice Chairman succeeds the Chair the following year.

Committee Meetings

Two - Three committee meetings between June and the event.

St. Joseph Area Chamber of Commerce

DIPLOMATS CLUB

New Member Contact Committee

Committee Job Description

Committee members serve as “partners” to new Chamber members in order to get them acquainted with events and current members. As a new member joins the Chamber, they are assigned to a committee member who keeps in contact with the new member, inviting them to attend events and introducing them to others. Committee members also deliver New Member Mug, attend New Member Luncheons & Breakfasts.

Chairman Responsibilities

2010 Chairman: Sharaon Hinderks

The Chairman ensures that committee members receive assignments, make their calls and reports on new members at Diplomats Club meetings.

Presents committee updates at monthly Diplomats Club meetings or arranges for the vice chair to report in chairman’s absence.

Vice Chairman Job Description

The Vice Chairman will fill in - in the absence of the Chairman. The Vice Chairman succeeds the Chair the following year.

Committee Meetings

Committee meets if desired.

St. Joseph Area Chamber of Commerce

DIPLOMATS CLUB

Membership Services Assistant

Kim Callaway-Ulmer

Job Description

- Reserves meeting sites at Chamber member establishments for all monthly breakfasts.
- Secures door prize from host and makes sure room is setup correctly for monthly meetings.
- Takes notes at the monthly meetings.
- Monitors attendance at monthly breakfast meetings.
- Reviews attendance records and reports attendance to the Chairperson.
- Does the monthly agendas, calendars and newsletters.
- Handles registration for monthly meetings.
- Keeps membership and committee rosters current.