

## **COMMITTEES**

### **Ambassador**

The Ambassadors serve as the Chambers outreach vehicle, welcoming businesses to the community, and seeking new members for the Chamber. The Ambassadors schedule and attend Ribbon Cutting ceremonies for new businesses and new business locations. They also keep in contact with existing members, making the Chamber office aware of member needs and concerns. Ambassadors attend and host the monthly Business After Hours events on a regular basis.

### **Membership**

Recruitment, retention and reengagement is what this group is all about. They will coordinate all Chamber membership recruiting activities while working with the Directors and staff. Membership is a critical aspect of Chamber success both with respect to revenues and the Chamber's influence and impact in the community.

### **Budget & Finance**

This group meets monthly with the Executive Director to review the accounts, budget and AR of the Chamber and make a report of its findings to the Board of Directors. At the close of the fiscal year, the committee shall prepare with the Executive Director an annual financial report to the Board of Directors, which includes income and expenses of the corporation. The Committee is further responsible for the development of the annual budget and presentation to the Board of Directors at the August meeting.

### **Legislative Affairs/Advocacy**

As an association of diverse businesses, the Chamber consistently reviews legislative, regulatory and governmental issues on local, state and national levels. Working with a professional lobbyist, the group evaluates various issues, considers their overall impact and outlines possible courses of action for the Board of Directors to take. Where necessary, members may be called upon to attend various governmental meetings/sessions and, in addition, may be called upon to testify on behalf of the Ocean City Chamber of Commerce. This Committee interfaces with the EDC, the OCDC, the Downtown Association and the Boardwalk Development Association for the Chamber on business related issues. This committee works to keep the members of the Chamber informed and educated on issues facing the business community.

### **Web/Marketing**

This group reviews all of the e-marketing, website and overall electronic communication that the chamber provides to its members.

### **Special Event Development**

This team will be responsible for organizing the overall arrangements, logistics, sponsorship and the staffing for the special event proposed in coordination with the Executive Director. Special events include the Annual Awards Celebration, Crab Feast, Prayer Breakfast, Business Expo, Job Fair, and any other events that they may introduce.

**Golf Tournament**

The Golf Tournament team plans and implements the annual Chamber golf tournament held each May. The Committee sets the date, arranges for the course and dinner, solicits sponsors, special promotions, prizes and auction items to optimize fund-raising for the Chamber while providing a quality golfing experience, good food, and a fun day for participants.

**Seasonal Workforce**

This team was established to bridge the gap between the seasonal workers and the business community as well as offer assistance and information to the J-1 Visa students in order to make their experience in Ocean City pleasant and rewarding.

**Young Professionals**

The Young Professionals of Ocean City, MD brings together the talents and insights of emerging young professionals (YPs), ages 21-39, in a dynamic and diverse group of peers with a passion for making a difference, a willingness to learn, the desire to build important relationships, and the energy to get involved in the community

**Greater Ocean City Chamber of Commerce  
COMMITTEE INTEREST FORM**

It is the responsibility of the Committee Chairperson to recommend Committee Members to the President and Board of Directors.

**CONTACT INFORMATION:**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**COMMITTEE PREFERENCE:**

On what Committee would you like to serve? \_\_\_\_\_

Why are you interested in this Committee? \_\_\_\_\_

Experience Relevant to Committee: \_\_\_\_\_

\_\_\_\_\_

**REFERRED BY:**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Please list any other committees that you serve on in the community or for other Chambers:

\_\_\_\_\_

Are you a Board Member of any other Chambers of Commerce, if so please indicate:

\_\_\_\_\_

Please attach any additional relevant information (i.e. resume, bio, profile)

\_\_\_\_\_

Date

\_\_\_\_\_

Approved By

### **Committee Member Agreement**

As a member of the Chamber's standing committee, you are expected to be aware of the mission and goals of the committee on which you serve and to contribute to the achievement of the mission. All persons must be members in good standing of the chamber. The duties of the committees shall be defined by the Board of Directors.

Committee members are required to participate in as many Chamber functions as possible throughout the year in order to demonstrate the Chamber's commitment to and involvement in the business community.

All prospective committee members must be approved by the President and Board of Directors.

All committee members will attend regularly scheduled monthly meetings and may be assigned collateral committee responsibility by the Board of Directors. Meetings will start on time with a roll call when appropriate. Each meeting will have a definite agenda and after a subject is discussed a consensus will be recorded.

One member will be assigned to take minutes of the meeting. Previous minutes will be reviewed and accepted and distributed in a timely manner to the committee members and the chamber office staff.

The Committee Chairperson will maintain open communication with the chamber staff, keeping them informed of committee activities and plans in conjunction with the chamber office. Any decisions involving a commitment of the Chamber, either in name or financially, must be approved by the Board of Directors prior to final action.

Once approved, each committee member will conduct themselves appropriately in manner and dress and any self-serving activities will be considered a conflict of interest. No action by any committee member should be in conflict with the policies of the chamber.

A committee member may be terminated by two-thirds vote of the Board of Directors present at any meeting, upon receipt of a signed resignation accepted by the Board of Directors, or death, or termination of company membership by the Board. Committees shall be discharged by the president with the approval of the Board of Directors when it is deemed wise to discontinue the committee.

I, \_\_\_\_\_ (please print name) affirm that I have read the above committee policies. I understand them and agree to comply with them.

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Signature

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Date