



HighlandGriffith
CHAMBER OF COMMERCE

Promoting Good Business

Chamber Events Calendar

HIGHLANDGRIFFITHCHAMBER.COM

HIGHLAND GRIFFITH CHAMBER COMMITTEE SIGN UP SHEET - 2021

Love Your Business - September

Gabe Mauch
Alec Rosario

Tour de HighlandGriffith – June 12

Christie DeHaan
Gina Ribota
Alec Rosario

Ambassador/Membership

Christie DeHaan
Gina Ribota
Patricia Makarounas

Breakfast with Easter Bunny- March 20

Michelle Anderson
Patricia Makarounas
Gina Ribota
Alec Rosario

Golf Outing – July 16

Alec Rosario

Holiday Community Market

Christie DeHaan
Patricia Makarounas

Wicker Park Concert Booth

Patricia Makarounas
Alec Rosario

Rock n Rail Booth

Alec Rosario

Finance Committee (Assigned)

Christie DeHaan, President
Bobby Hall, Treasurer
Mark Machnic, CPA
Executive Director

HighlandGriffith Chamber of Commerce
Serving, representing and enhancing local business growth and relationships in our community

2021 PLAN OF ACTION

<u>Internal</u>	<u>Membership</u>	<u>Sponsorship Events</u>	<u>Community Relations</u>	<u>Information</u>
Finance Meetings	Monthly Noon Meetings Networking at 11:30	Bunny Breakfast March 20, HHS Basket Raffles	Promote Town Events	Griffith and Highland Police Updates
Board of Directors Monthly Meetings	Town Reports, Speakers Business Spotlights Lunch and Learn		\$4000 in Scholarships Two Griffith Students Two Highland Students	Construction Updates Redevelopment Updates
Chamber Event Calendar Weekly	Love Your Business Vendor Fair/Lunch Multi Chamber Event	Tour de HighlandGriffith Bike Ride/Cookout Lunch June 12 – Wicker Park		
Chamber Member Happenings Weekly			Relocation Packages New Residents	Membership Meetings include Police, Town, School Reports
Chamber Newsletter Monthly	New Member Presentations or Facebook Post Coffee Hour – Third Week	Chamber Golf Outing July 16 – Wicker Park	Police Memorial - May	Legislative Info Updates
Feature Friday for Advertising	Ribbon Cuttings		Veterans Day Ceremony November 11, 11 am	IN/SBDC and SCORE Seminars
Employment Opportunities	Chamber Challenges on Facebook Business Spotlights on Facebook	Chamber Booth at Wicker Park Concert		Chamber Office Information Maps, Phonebooks, Indiana Travel Guides and Brochures
Chamber Website Facebook, Twitter Instagram	Shop Chamber Facebook Group	Chamber Booth at Rock n Rail Fest	Chamber Referrals Information Resource	
Member to Member Facebook Group	Shop Small Business	Holiday Market	Holiday Donations at December Meeting Chamber Churches	Chamber Office Display Brochures, Business Cards

HighlandGriffith Chamber of Commerce

Executive Director

Title Executive Director

Description The Executive Director manages the business affairs of the chamber, plans, organizes and oversees a range of services and events for members.

Mission Serving, representing and enhancing local business growth and success and relationships in our community.

Responsibilities

- Provide consistent achievement of the chamber mission and financial objectives
- Oversee the general finances, maintain monthly records and payroll
- Works with the Board of Directors to direct the Plan of Action and Budget
- Manages the chamber office – Hours 9:00 am – 3:00 pm
- Retain members and grow membership base
- Maintain collection of membership dues
- Plans and organizes monthly Chamber Board and Membership Meetings
- Attends monthly Board and Membership Meetings, Ribbon Cuttings and Events
- Plans, organizes, and promotes Chamber events with committee members
- Writes a monthly newsletter
- Ability to develop positive relationships with members and community
- Acts as a liaison for the Chamber with membership, staff and community

Requirements

Proficient with Quickbooks

Proficient with Microsoft Office

Knowledge of Social Media accounts

Knowledge of Word Press for website management

This position requires you to act with integrity, passion and poise

Strong organizational skills, personable and energetic

Understanding of a non-profit business organization

Ability to lift and carry supplies for meetings and events

*Access to previous Executive Director for background, questions and experience of the position

*Happy
New Year!*

Wishing you, a year of
Peace & Prosperity,
Health & Wealth,
Joy & Happiness,
& also a year of
Love & Laughter...



From Mary & Tammy



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