



## *Committees – 2018-2019*

### **Membership & Marketing**

This committee focuses on all aspects of membership related to the Chamber including programming, marketing services and recruitment.

The committee assists in planning and implementing Business After Hours & Annual Open House.

### **Finance**

The Finance Committee, led by the Treasurer of the Board of Directors focuses on the financials of the organization, provides accurate reports to the board and handles member communication that relate to accounting.

### **Policy & Advocacy**

The Policy & Advocacy committee focuses on organizational policy and strategy and helps to update the Chamber on town or state issues affecting our members and communities.

### **Nominating**

The Nominating Committee works together to recruit new talent to the Board of Directors and committees. The committee also plans the annual Board of Directors Orientation/Retreat and acts as the hiring committee.

### **Beautification**

The Beautification Committee assists with planning and implementing beautification efforts throughout Littleton and makes suggestions to the Chamber Board of Directors or other appropriate agency or office as to efforts they can make to keep Littleton looking great! Programs include: flower baskets, holiday decorations, etc.

### **Volunteer**

The Volunteer Committee is comprised of active Chamber volunteers. The committee assists the Executive Director in overseeing the daily operation and organization of the Main St. Welcome Center and Exit 44 Welcome Center Room. Committee members also work together to recruit new volunteers and utilize current volunteers in the best way possible. Committee members also assist the E.D. in the planning of an annual volunteer orientation/training

### **Strategic Planning**

The Strategic Planning Committee spearheads the Chambers strategic planning efforts and works with the Executive Director and full board to put the strategy in to action. This committee plans and implements any strategic planning sessions which are comprised of the current Board of Directors and Executive Director.

## *Event Committees*

### **Annual Meeting & Dinner**

Committee members work with the full Chamber Executive Board to plan and implement our annual meeting and dinner which takes place in January of the following year. Members of the committee solicitation event sponsorship and review and vote on volunteer and citizen of the year nominees. Duties include preplanning, logistics, recruitment, and event execution.

### **Art Festival**

The Art Festival Committee plans the weekend long art festival that takes place on and around Littleton's Main St. area. Duties include preplanning, logistics, recruitment, sponsor solicitation and event execution.

### **Economic Development Luncheon**

Committee plans and implements the Chambers annual Economic Development luncheon which takes place in November. The committee reviews nominations for Business Leader of the Year. Duties include preplanning, logistics, recruitment, sponsor solicitation and event execution.

### **Golf Tournament**

The committee plans and implements all aspects of the annual Chamber Cup Golf Tournament including event setup and logistics, volunteer recruitment, sponsor solicitation and event execution.

### **Harvest Festival & Gathering of the Jack-O-Lanterns**

The committee plans and implements the weekend long Harvest Festival including the Gathering of the Jack-O-Lanterns event held each October. Duties include preplanning, logistics, recruitment, sponsor solicitation and event execution.

### **Holiday Parade**

The committee plans all aspects of the annual Holiday Parade that takes place the day after Thanksgiving. Duties include preplanning, logistics, recruitment, sponsor solicitation and event execution.