



## Committee Chairperson and Committee Member Expectations 2021

*Thank you for being a part of a committee with Watkins Glen Area Chamber of Commerce.  
Your dedication, insights, and ideas help us further our mission of advancing economic success and  
growth within the community and beyond.*

### Committee Chairperson Expectations

- Attend all meetings and help plan meeting agendas with Chamber staff and/or BOD Liaison (*Board of Directors Liaison*).
- Call committee meetings to order, review minutes, and run committee meetings with help from Chamber staff and/or BOD Liaison.
- Report any subcommittee agendas at the main meetings.
- Attend site visits on an as needed basis and aid in site selections for events and activities.
- Assign committee members tasks, responsibilities and do periodic check-ins on following up.
- Work with Chamber Staff, Members, and committee members to build attendance for events and help in acquiring prizes and sponsorships, marketing opportunities, in-kinds, cooperation partnerships, and collaborations.
- Aid in "day of event" responsibilities. The Chairperson for specific events is expected to issue a welcome and a thank you at the end (acknowledging host, their staff, Chamber staff, partners, and volunteers).
- Lend support with other tasks as they arise.

### Committee Member Expectations

- Attend all meetings and read agendas and minutes ahead of time.
- Lend support to Chairperson and Chamber Staff.
- Follow through in a timely manner on tasks and responsibilities as assigned by Chamber Staff Members or Chairperson.

### Current Watkins Glen Area Chamber of Commerce Membership Committees:

- A. Membership Committee, Tourism Taskforce, Events Committee, Marketing Committee, Ambassador Committee, Business & Education Committee (B&E).
- B. BOD Committees, Executive Committees, Strategic Committee, Finance Committee, Nomination Committee, Tourism Assistance Promotion (TAP), Hall of Fame Committee.

For questions or more information about committees, please reach out to  
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