



Executive Board

Chairperson

The Chairperson is responsible for overseeing Shop Hamilton's operations and supervising the other Executive Board Leaders. He or she is often the face of the chapter and represents the group as necessary.

The Chairperson also:

- Supervises the work of the E-board Leaders and ensures that they function together as an effective team
- Provides the overall vision and sense of direction for the organization
- Facilitates a goal setting exercise each year to guide the organization and ensure follow through on the agreed upon action plan
- Represents and speaks on behalf of the organization to The Partnership and to the Media
- Facilitates relationships with other organizations in the community
- Schedules and facilitates planning meetings as necessary
- Delegates tasks to E-board Leaders, Committee Chairperson and members as needed
- Ensures future stability of organization, including setting a process for leadership transition
- Serves as a role model for E-board Leaders and Committee Chairpersons

Co-Vice Chairperson One

The Vice Chairperson oversees all internal operations of the chapter, ensuring that E-board Leaders, Committee Chairpersons, and others have what they need to accomplish their goals.

The Vice Chairperson also:

- Supervises the Chairpersons and the work of the following committees: Parade, Booklet, Press & Social Media, & Charitable Events.
- Delegates and Assists committee chairs with the following;
 - Develop a timeline for the ideas, budget, ordering deadlines, member communications, committee volunteers, cohesive visual appearance and all other details that are pertinent for seamless events
 - Updates Chairperson 1x's per month via email or meeting to deliver committee reports and weekly the preceding 8 weeks prior to an event.
- Actively keeps up-to-date on work of Committee Chairpersons
- Partners and assists the Treasurer as needed
- Assumes the responsibility of the Chairperson during his or her absence



Co-Vice Chairperson Two

The Vice Chairperson oversees all internal operations of the chapter, ensuring that E-board Leaders, Committee Chairpersons, and others have what they need to accomplish their goals.

The Vice Chairperson also:

- Supervises the Chairpersons and the work of the following committees: Impact Dinner, Oktoberfest, Membership Drive, Marketing.
- Delegates and Assists committee chairs with the following;
 - Develop a timeline for the ideas, budget, ordering deadlines, member communications, committee volunteers, cohesive visual appearance and all other details that are pertinent for seamless events
 - Updates Chairperson 1x's per month via email or meeting to deliver committee reports and weekly the preceding 8 weeks prior to an event.
- Actively keeps up-to-date on work of Committee Chairpersons
- Partners and assists the Secretary as needed
- Assumes the responsibility of the Chairperson during his or her absence

Treasurer:

The Treasurer is responsible for establishing and maintaining all financial records for Shop Hamilton. He or she must work closely with the Executive Board and Committee Chairpersons to ensure that the organization has the funds necessary to accomplish its goals.

- Works closely with Committee Chairpersons on budgeting for special projects
- Communicates regularly to committees making sure all budget requirements are met

The Treasurer also:

- Keeps a written account of all chapter financial transactions
- Has the authority to deposit and withdraw funds from the bank account
- Establishes an annual budget for Shop Hamilton
- Reports regularly to the Executive Board and members about financial status
- Works closely with the Chairperson and the Vice-Chairperson



Secretary

The Secretary is responsible for maintaining notes and records on all activities of the chapter, including meetings, events and members.

- Takes attendance and detailed notes at each meeting
- Records and distributes all pertinent information to members and Executive Board Leaders, including meeting minutes and information about upcoming events and opportunities
- Keeps a record of members (including e-mail addresses), adds new members to the member list as necessary
- Handles all organizational correspondence, which includes member emails, solicitations, and thank you notes
- Maintains thorough organizational files and records
- Reserves and books all necessary meeting rooms and event spaces