

Membership Committee

Date Revised: 7.19.23

Committee Overview: The Chamber Membership Committee exists to provide an annual review of membership dues, membership recruitment, marketing materials and provide support and adjustments as needed.

Committee Member Responsibilities:

- Work with the committee to develop marketing materials and marketing plan for new membership and recruiting.
- Assist director in recruiting new members and maintaining renewals.
- Plan new member orientation, help build retention processes, write letters to members who have been off the grid, and organize chamber pop-in events.

Committee Time Commitments:

- Committee will meet quarterly; January, April, July, October to review the prior quarter – 1 hour time commitment.
- Visits to member businesses throughout the year – 4-6 hour time commitment.

Finance Committee

Date Revised: 6.1.2023

Committee Overview: The Chamber Finance Committee exists to develop an annual budget, present the budget to the City of Mulvane Council and monitor actual expenses in comparison to the budget.

Chairperson Responsibilities:

- Provide a monthly Income and Expense report to the Board.
- Complete a quarterly Profit and Loss Statement.
- Work with the committee to develop the annual budget.

Committee Time Commitments:

- Committee will meet in November to develop the annual budget for the following fiscal year – 4 hour commitment.
- Committee will attend the City of Mulvane Council meeting in January when the budget is presented to the council – 1 hour commitment.
- Committee will meet quarterly; April, July, October and January to review the prior quarter Profit and Loss Statement in comparison to the budget – 1 hour commitment per quarter.

Annual Dinner/Chili Cook Off Committee

Date Revised: 7.19.23

Committee Overview: The Chamber Annual Dinner Committee exists to provide support to the Mulvane Chamber Board in planning and executing the Annual Dinner event.

Committee Member Responsibilities:

- Meet to brainstorm venues and select and secure the location. Send recommendation to the Board of Directors by September and be ready to book the venue by January.
- Work to create a plan for inviting members and encouraging members to attend the event.
- Communication on budget to the Finance Committee and the Board.
- Summary to the Board on event execution, post analysis, actual expenses and recommendations for a future similar event.

Committee Time Commitments:

- Committee will meet quarterly to plan the event – 5-8 hour time commitment.
- Committee will also meet to make décor/decorate/set-up the event – time commitment will vary based on member availability.

Annual Fundraiser Committee

Date Revised: 7.19.23

Committee Overview: The Chamber Annual Fundraiser Committee exists to provide support to the Mulvane Chamber Board in planning and executing the Annual Fundraiser event.

Committee Member Responsibilities:

- Brainstorm, plan, and create marketing for the Annual Fundraiser event.
- Secure event venue, determine/make decorations and all event materials, create event tickets and work to create buzz/sell tickets and find sponsorships for the event.
- Provide updates to the Board as required on planning and event status.
- Communication on budget to the Finance Committee and the Board.
- Summary to the Board on event execution, post analysis, actual expenses and recommendations for a future similar event.

Committee Time Commitments:

- Committee will meet quarterly to plan the event – 1-2 hour time commitment.
- Committee will meet bi-weekly for 3 months prior to the event – 20 – 25 hours.
- Committee members will man the event if available – 4 hour time commitment day of event.

Easter Egg Hunt Committee

Date Revised: 7.19.23

Committee Overview: The Chamber Easter Egg Hunt Committee exists to provide support to the Mulvane Chamber Board in planning and executing the Easter Egg hunt.

Committee Member Responsibilities:

- Coordinate meetings at the PIX with local churches and community foundation.
- Gather and fill Easter eggs for the event.
- Determine eggs & coins to be used for the event.
- Reach out to businesses for sponsorships and support.
- Find volunteers for Cross guard duties during the event.
- Provide updates to the Board as required on planning and event status.
- Communication on budget to the Finance Committee and the Board.
- Summary to the Board on event execution, post analysis, actual expenses and recommendations for a future similar event.

Committee Time Commitments:

- Committee will have 3 meetings – 5 hour time commitment.
- Committee members will attend and help coordinate the event day of – 2 hour time commitment.

Picnic Committee

Date Revised: 6.1.23

Committee Overview: The Chamber Picnic Committee exists to provide support to the Mulvane Chamber Board in planning and executing the event.

Chairperson Responsibilities:

- Provide updates to the Board as required on planning and event status.
- Communication on budget to the Finance Committee and the Board.
- Summary to the Board on event execution, post analysis, actual expenses and recommendations for a future similar event.

Committee Time Commitments:

- Committee will meet in May to plan the event – 2 hour commitment.
- Committee will meet in June to finalize the event details – 2 hour commitment.
- Committee will man the event in June – 4 hour commitment day of event.

4th of July Committee

Date Revised: 7.19.23

Committee Overview: The Chamber 4th of July Committee exists to provide support to the Mulvane Chamber Board in planning and executing the 4th of July parade and community social.

Committee Member Responsibilities:

- Work with the committee to plan the 4th of July parade: parade route, line-up, staging, parade floats, judging forms, etc.
- Reserve the Munson parking lot by April and work with the City/Public Safety Department and School for road closures, etc.
- Work with the committee to plan the community social directly following the parade in Main Street Park: securing volunteers for watermelon and ice cream, finding groups to perform on stage during the social, etc.
- Provide updates to the Board as required on planning and event status.
- Communication on budget to the Finance Committee and the Board.
- Summary to the Board on event execution, post analysis, actual expenses and recommendations for a future similar event.

Committee Time Commitments:

- Committee will meet in January, April, May and June to plan the event – 4 hour time commitment.
- Committee members with availability will work the event day of – 2 - 4 hour time commitment.

Teacher Appreciation Luncheon & Business Expo Committee

Date Revised: 7.19.23

Committee Overview: The Chamber Teacher Luncheon & Expo Committee exists to provide support to the Mulvane Chamber Board in planning and executing the Teacher Appreciation Luncheon and Business Expo.

Committee Member Responsibilities:

- Work with the committee to plan the business expo: reach out to school for the date, school selects a restaurant for lunch, create marketing materials and flyers, make/gather raffle items.
- Create a plan to ensure we have enough sponsors for the event.
- Provide updates to the Board as required on planning and event status.
- Communication on budget to the Finance Committee and the Board.
- Summary to the Board on event execution, post analysis, actual expenses and recommendations for a future similar event.

Committee Time Commitments:

- Committee will meet in May and July to plan/prepare for the event – 2 hour time commitment.
- Committee members with availability will attend day of – 2 – 4 hour time commitment.

Safe Treat Night Committee

Date Revised: 7.19.23

Committee Overview: The Chamber Safe Treat Night Committee exists to provide support to the Mulvane Chamber Board in planning and executing Safe Treat Night.

Committee Member Responsibilities:

- Work with the committee to plan safe treat night: create a map, contact the police department/find groups for cross guard help, create flyer and marketing materials.
- Create a plan to ensure we have enough sponsors and donations for the event.
- Provide updates to the Board as required on planning and event status.
- Communication on budget to the Finance Committee and the Board.
- Summary to the Board on event execution, post analysis, actual expenses and recommendations for a future similar event.

Committee Time Commitments:

- Committee will meet in August and October – 2 hour time commitment.

Old Settlers Committee

Date Revised: 7.19.23

Committee Overview: The Chamber Old Settlers Committee exists to provide support to the Mulvane Chamber Board in planning and executing the Old Settlers parade float and street dance.

Committee Member Responsibilities:

- Work with the committee to plan, design and create the Old Settlers parade float.
- Work with the committee to organize the street dance: hire band, market event, secure stage/sound, etc.
- Provide updates to the Board as required on planning and event status.
- Communication on budget to the Finance Committee and the Board.
- Summary to the Board on event execution, post analysis, actual expenses and recommendations for a future similar event.

Committee Time Commitments:

- Committee will meet quarterly with bi-weekly meetings from June – August – 6 – 8 hour commitment.
- Committee will help to build the float – 4-8 hour time commitment.
- Committee members with availability will attend the parade day of – 2 hour time commitment.

Shop Small/Christmas Event Committee

Date Revised: 7.19.23

Committee Overview: The Chamber Shop Small/Christmas Committee exists to provide support to the Mulvane Chamber Board in planning and executing the Shop Small and Downtown Christmas events.

Committee Member Responsibilities:

- Work with the committee to plan the Shop Small Event on the Saturday after Thanksgiving: secure location, create vendor sign-up sheet, secure vendors and create marketing materials, etc.
- Work with the committee to organize the Downtown Christmas event.
- Provide updates to the Board as required on planning and event status.
- Communication on budget to the Finance Committee and the Board.
- Summary to the Board on event execution, post analysis, actual expenses and recommendations for a future similar event.
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Committee Time Commitments:

- Committee will meet quarterly as well as bi-weekly from October – December – 5 -8 hour commitment.
- Committee members with availability will attend the Shop Small event day of – 10 hour time commitment.
- Committee members with availability will attend the Downtown Christmas event day of – 4-5 hour time commitment.