

St. Charles Area Chamber of Commerce 2023 Action Plan on the “Road to Excellence”

PURPOSE:

To promote economic development; develop, preserve, and coordinate private enterprise efforts of the business and professional communities in working toward a growing, viable and prosperous business climate and to work with the business, educational, industrial, governmental, and professional people to improve the quality of life for the St. Charles Area. In short, to invite the business community into quality programs, environments, and experiences to create connections.

VISION STATEMENT:

The St. Charles Area Chamber of Commerce will be the primary business resource connection for professional organizations and individuals in St. Charles.

MISSION STATEMENT:

The St. Charles Area Chamber of Commerce is an inclusive and active membership organization that helps its members grow their businesses, their business knowledge, and business connections.

PRIMARY AREAS SERVED:

The areas covered include the municipality of St. Charles, St. Charles Township, Village of Campton Hills and the business community which operates withing School District 303.

CONNECTIONS:

There are 6 primary connection areas that influence our strategic priorities and action plans, including:

1. Groups & Committees
2. Tools & Services
3. News & Resources
4. Events
5. Community
6. Members

PROGRAMS & SERVICES:

The St. Charles Area Chamber of Commerce will provide relevant tools, resources,

programs, and events, which create opportunities for its members to:

1. Build Relationships
2. Increase Brand Exposure
3. Enhance Skills and Knowledge
4. Engage with the Community

Key Member Benefits are summarized in 3 categories:

1. Business Resources & Support Services
2. Educational Programming
3. Networking & Relationship Building

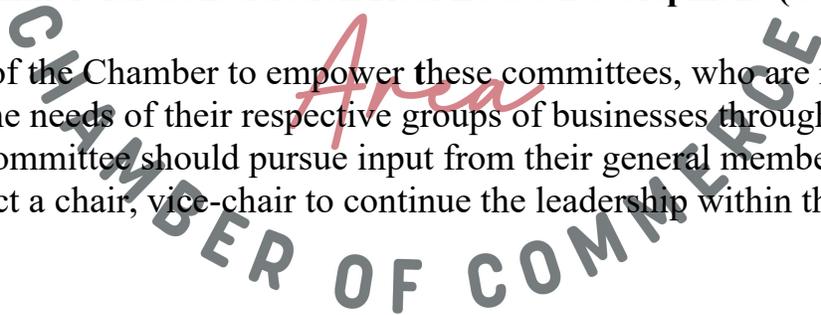
The services provided by the Chamber, when combined with active engagement from our members, will develop and promote commerce, civic duty and charitable results in the community.



Standard Committees:

Membership – Legislative – Industrial - Women’s Business Council (WBC) - Young Professionals Council (YPC) - Learning & Development (L&D) - LEADS - Commercial Construction Real Estate Development (CCRD).

It is the goal of the Chamber to empower these committees, who are responsible for meeting the needs of their respective groups of businesses through their action plans. Each committee should pursue input from their general memberships and carefully select a chair, vice-chair to continue the leadership within the committee.



EXECUTIVE COMMITTEE

Chair: Laura Shaw
Vice-Chair: Joshua Feagans
Treasurer: Nick Brooks
Exec. Director: Debbie Gurley

Purpose:

Acts for, and on behalf of, the Board of Directors when the Board is not in session.

Responsibilities:

- Shall, by request of a director, member, or the Executive Director, appoint an ad hoc committee to investigate necessary changes to the By-Laws and Policy Manual and recommend such changes to the Board of Directors for approval with 2/3 consent of the Board of Directors.
- Provides guidance and consultation to the Executive Director, in the day-to-day management of the business.

Goals:

- On-board the new Board Members.
- Provide Guidance and Consultation to the Executive Director.

ST. CHARLES
Area
CHAMBER OF COMMERCE

FINANCE COMMITTEE

Chair: Laura Shaw
Vice-Chair: Joshua Feagans
Treasurer: Nick Brooks
Exec. Director: Debbie Gurley

Purpose:

To provide oversight and optimize the administrative costs of managing the Chamber's operations.

To monitor cash reserve against established guidelines/policy.

To establish an annual budget.

Responsibilities:

- The Executive Director will meet with the Treasurer monthly to review monthly reconciliations.
- The Executive Director will meet with the Finance Committee quarterly to review monthly reconciliations and review compliance with the Cash Reserve Policy.
- The Executive Director will prepare the upcoming year's budget for review in Q4 by the Finance Committee.
- The Finance Committee submits the budget to the Board of Directors for review at the November board meeting and seeks approval by the December Board meeting.

Goals:

- To provide ongoing input and insights on opportunities to improve the overall financial position of the organization.
- Monitor compliance with the Cash Reserves policy.
- Recommend a balanced budget to the Board of Directors by mid Q4.

NOMINATING COMMITTEE

Chair: Laura Shaw
Vice-Chair: Joshua Feagans
Treasurer: Nick Brooks
Exec. Director: Debbie Gurley

Purpose:

To identify and propose candidates to serve as Directors of the Board.

Responsibilities:

- The Nominating Committee is appointed at the regular Board meeting and shall consist of five voting members including the incoming Chairman of the Board as per the By-Laws.
- Shall present for approval to the Board of Directors, a slate of candidates to serve three-year terms as Directors, replacing the Directors whose regular terms are to expire.
- Also, the Nominating Committee will present a slate of officers for the Executive Committee positions of Chairman of the Board, Vice Chairman of the Board, and Treasurer, and new officers will be elected after their two-year term.

ST. CHARLES
Area
CHAMBER OF COMMERCE

AMBASSADORS COUNCIL

Chair: Rose Canfield
Staff Liaison: Member Relations Manager
Board Liaison: Michael Shoultz

Who are the Ambassadors:

Ambassadors are individuals who have records of achievement in the community and/or who have given outstanding service to the St. Charles Area Chamber of Commerce. The Ambassadors may include past Chairmen of the Board, former Chamber of Commerce Leaders, former Charlemagne and L.E.A.P. award winners and the like.

Purpose:

The Ambassadors serve as visible and active advocates for the St. Charles Area Chamber of Commerce, its mission and vision, with the objective of: enhancing the member experience, improving member engagement, and furthering the positive image of the Chamber.

Responsibilities:

- Active representation at chamber events/programs/socials/ribbon cuttings.
- Acting as greeters/volunteers for key chamber events.
- Promote and support opportunities for informal mentorship.
- Assist in outreach to the no/low engaged members, at the direction of the Chamber Representative.

Goals:

- To host a minimum of 2 meetings a year to review updated Calendar of Events and assign volunteers.
- Discuss and assign mentoring opportunities.
- Review and assign follow-up to non/low engaged members.
- Assist Chamber staff in endeavors to educate and mentor members.