



Tilba District Chamber of Commerce

Executive Roles, Responsibilities and Tools

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Chamber General

Objectives

- **Unite and Represent** the Tilba District visitor economy businesses and community
- **Collaborate and Advocate** with Council and relevant bodies to leverage and ensure Tilba District inclusion in promotional opportunities
- **Improve and Maintain** Visit Tilba brand and assets
- **Prepare** for future funding opportunities to promote / progress the Tilba District

Reference: [Milestone Creative Visit Tilba Strategy](#)

Exec Roles and Responsibilities

	Currently held (2023)	Proposed for 2024
President	Susan Gray	
Vice President	Jo Major	
Treasurer	Carrie Taylor	
Secretary	Kristy Randall	
Tourism	NA - covered by Carrie	
Marketing	NA - covered by Susan / Committee	
Committee	Mel Feddersen Erica Dibden Dani'el Hodgson Claire Leonard	

President Role

Core Responsibilities

The President oversees administrative, operating and marketing responsibilities of the Chamber. This includes working closely with the rest of the Executive to ensure the Chamber is meeting all its legal obligations and has appropriate governance in place from a legal, administrative and financial perspective.

Presently, the TDCC President role comprises:

- Chair Chamber meetings
- Advocate for TDCC and our strategic priorities by identifying and actioning ways to promote and progress the economic prosperity of our towns and to support local initiatives that enhance and foster our community spirit.
- Proactively fosters positive relationships with key stakeholders, acting as an ambassador, liaison and main contact on behalf of TDCC with all major local and regional stakeholders, including Eurobodalla Shire Council, tourism bodies, etc
- Act as the key spokesperson for TDCC when speaking to media and other interested parties
- Liaise with the chairs of any working groups or sub-committees of the Chamber, notably Tilba Festival, Tilba History and Culture Working Group and the Bushfire Resilience Working Group (ad hoc depending on activities)
- Oversee the marketing strategy and planning including liaison with third parties
- Posting to Chamber-owned and administered social media channels (FB, Insta; Visit Tilba and Tilba Festival) (this role doesn't have to do this)
- Writing articles, providing input to stories for local media where needed (this role doesn't have to do this)
- Make representations on behalf of TDCC relating to identifying, applying for and obtaining grants and funding to benefit the businesses and community (this role doesn't have to do this, but does need to have oversight of applications being made in the name of the Chamber)
- Activities and administrative tasks. This role comprises an average of about 1-3 hours of work a week, through the year, reading and responding to emails, writing letters and taking or making phone calls relating to Chamber business; preparing for Chamber meetings; following up on actions from Chamber meetings. However, due to the nature of the activities, some weeks it can be up to approximately 10 hours;

others, none. (This also depends on how the responsibilities are shared among the rest of the Executive).

- Approve payment of invoices via IMB (signatory) and attend bank in person if needed

Vice-President Role

Core Responsibilities

- Chair meetings in absence of President
- Acts as an ambassador, liaison and additional contact on behalf of TDCC with all major local and regional stakeholders, including Eurobodalla Shire Council, tourism bodies, etc and particularly in the absence of the President.
- Provides support and assistance to the President wherever possible.
- Approve payment of invoices via IMB (signatory) and attend bank in person if needed

Treasurer Role

Core Responsibilities

Activity		
Manage the Chamber budgets:	<ul style="list-style-type: none"> • Send payments to the bookkeeper • Track payments and ensure all moneys are correct (can pull reports in Xero) • Report back at the end of each month to Chamber on budget status 	
Subscriptions:	<ul style="list-style-type: none"> • Send list of members to bookkeeper to raise and send invoices 	
Liaison:	<ul style="list-style-type: none"> • Liaise with bookkeeper on all other activities • Quarterly BAS • Annual return 	

Secretary Role

Core Responsibilities

Activity	Time	Frequency
Send notices of meeting times and put together Agendas	30 mins	4-6 weeks
Meeting minutes (incl. maintain active list of projects and tasks arising from Minute)	1-2 hrs	4-6 weeks
Newsletter (Mailchimp)	1-3 hrs	Monthly
Management of Secretary email inbox - Timely sharing of information (forward to group where relevant) Triage of emails committee vs save up for Newsletter	20-30 mins	Daily
Member planet admin - new members	30 mins	Monthly
Basic administration of: <ul style="list-style-type: none"> - Visit Tilba Google Workspace - Canva - MailChimp - Wix website - Domain fees 	1-2 hrs	Monthly
Help with social media and website (responsibility shared across Committee) <ul style="list-style-type: none"> - FB - Festival - Insta - Festival - FB - Visit Tilba - Inst - Visit Tilba 	1-2 hrs	Seasonal 1 hr daily during events 1-2 hours month all other times
Co-signatory for Invoices	Rarely	Ad hoc
Picking up the mail from the post office ???		I don't currently do this...
General administration / coordination	2 hrs	Monthly