

**Central Baldwin Chamber of Commerce  
Committee Description  
Operations Committee**

**OBJECTIVE:**

The Operations Committee is charged with finding ways to decrease chamber overhead costs while streamlining internal processes.

**FUNCTION:**

The Operations Committee uses local resources to ensure The Chamber is running as efficiently and effectively as possible from a mechanical & resource perspective.

**RESPONSIBILITY:**

- Serve as a back-up for the Director of Operations when questions arise or additional operational assistance is needed.
- Handle any operational items that the Board of Directors feels need to be addressed, i.e., equipment, leases, etc.
- Handle making revisions or changes to By-Laws, Policies, Procedures and Personnel manual, etc. with approval of Board when necessary.
- Lend personal support to meet Chamber goals.
- Investigate ways to save money from an operational standpoint.

**REPORTING:**

- Provide a verbal / written update of Committee activity to CEO
- Provide a verbal Committee activity update at every Board Meeting
- Prepare relevant material for Board of Directors' meetings when action is recommended

**NOTE:**

It is the responsibility of the Executive Director to assign a 'key staff' person to the Committee