

# Weston-super-Mare Chamber of Commerce



## **President**

This role is synonymous with the reputation and identity of the Chamber. The incumbent is required to be a current member of the Chamber.

Responsibilities include:

- Devising strategy and direction for the Chamber of Trade by means of research, consultation and any other relevant methods
- Communicating on the Chamber's behalf with other organisations and local bodies, including the County Council, Town Council and other town groups.
- Making official statements in writing or in person to the media or other organisations when required
- Chairing the Chamber's regular meetings and at meetings of the executive committee, if necessary
- Assessing and signing off the minutes of meetings before returning them to the secretary for uploading to the website and circulating to members
- Representing the Chamber at events such as the Remembrance Day parade and other key events on the town's community calendar
- Working with the Vice Presidents, Secretary and Membership Secretary to ensure all enquiries received by phone, mail or email in respect of membership enquiries, policy, local issues, politics etc., are acknowledged and/or answered
- Overseeing the functionality and accuracy of the Chamber website and ensuring that any invoices associated with the domain name and the website maintenance agreement are paid for punctually
- Management and support of the Executive Committee