



Roles & Responsibilities

January 24th 2025

Executive Leadership Team

The Executive Leadership Team is responsible for the overall management, strategic direction, and operational execution of ICOCMN.

President

- Provides overall leadership and strategic vision for ICOCMN.
- Represents ICOCMN at official functions, high-level meetings, and community engagements.
- Chairs Executive Leadership Team meetings and ensures alignment with the Chamber's mission.
- Oversees the implementation of key initiatives and policies.
- Serves as the primary spokesperson for ICOCMN.
- Provides guidance and direction to board members and committees.

Vice President

- Assists the President in executing ICOCMN's strategic goals.
- Assumes the President's responsibilities in their absence.
- Provides leadership across initiatives and supports various committees.
- Coordinates internal operations and ensures efficiency within the Executive Leadership Team.
- Engages with stakeholders and supports outreach efforts.

Secretary

- Maintains official records, including meeting minutes and organizational documents.
- Manages communication within the Executive Leadership Team and with the broader membership.
- Handles official correspondence and documentation.
- Ensures compliance with ICOCMN bylaws and regulatory requirements.
- Organizes and archives key organizational records.

Treasurer

- Manages the financial affairs of ICOCMN, including budgeting and financial planning.
- Oversees financial reporting and ensures transparency in all transactions.
- Provides financial updates to the Executive Leadership Team and general membership.
- Coordinates financial audits and ensures compliance with accounting best practices.
- Oversees sponsorship contributions and financial agreements.

Members-at-Large (Five Positions, Designated by the President)

- Serve at the discretion of the President, supporting various initiatives and priorities as needed.
- Provide expertise, leadership, and strategic input on organizational matters.
- Participate in Executive Leadership Team discussions, offering diverse perspectives.
- Assist in special projects, event planning, outreach efforts, and community engagement as assigned.
- Represent ICOCMN in external engagements and foster relationships with stakeholders.
- Help advance the mission of ICOCMN through proactive involvement in Chamber activities.

II. Advisory Council

- The Advisory Council provides strategic guidance and counsel to the Executive Leadership Team to support ICOCMN's mission and initiatives.

Composition

- **Founding Advisory Council Members:** Individuals who played a pivotal role in establishing ICOCMN and are designated as perpetual members.
- **Additional Advisory Members:** Up to four (4) members with significant expertise, leadership experience, or prior service to ICOCMN. This may include past presidents or industry leaders aligned with the Chamber's mission.

Membership Terms

- Founding Advisory Council Members: Perpetual membership, not subject to term limits.
- Additional Advisory Members: Serve a two-year term, with the possibility of one (1) renewal, for a maximum tenure of four (4) years.

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- Provide strategic advice and recommendations to the Executive Leadership Team.
- Assist in long-term planning and decision-making to support ICOCMN's growth.
- Leverage expertise and networks to advance ICOCMN's objectives.
- Serve as a resource for key initiatives and special projects.
- Strengthen ICOCMN's partnerships with external organizations, government agencies, and industry leaders.
- This revision ensures the Members-at-Large serve at the President's discretion, aligning their responsibilities with organizational priorities.