



*IN TRENTON WE MEAN BUSINESS!*

## **TBA President Job Description-Updated Amends Article VII-Officers 11/3/05**

### **Responsibilities:**

**Oversee all elements of the organization and enlist the participation of other TBA members to accomplish goals and objectives**

- Actively recruit new members
- Follow up on all potential members as directed by board
- Organize members listing, labels, web site listing, biz directory and e-mail lists so that all coordinate with admin
- Review annual newsletter to 400+ Trenton Businesses/Members
- Send Monthly e-mail
- Run TBA booths at various Business/Social Events-Host Toast to Trenton Elected Officials, Represent TBA at State of the City Event, present Business of the year
- Work with admin to update Web site after monthly meeting with photo, new members, and changed events/venues
- Set Locations for meetings, order food as needed, call in counts to meeting locations with admin
- Conduct monthly board and membership meeting and provide monthly agenda