



# MACCIT Hierarchy

## Board of Directors

Chairperson, Vice Chair, Secretary, Treasure, 5 At-Large  
**Key Responsibilities:** Policy Setting, Strategic Planning, Member Recruitment, Capital Fundraising, Member Satisfaction, Serve on Sub-Committees, Personnel & Operational Oversight, Intergovernmental Liaison, Public Relations

## Executive Director (Full Time)

**Job Duties:** Day-to-Day Management, Policy Implementation, Policy Research & Org. Growth, Program Enhancement, Fundraising, Board/Committee Coordination, Intergovernmental/Interagency Relations, Community Relations, Media Relations, Monitoring Legislative Activity, Marketing/Business Recruitment, Promotion of Industrial Growth, Downtown Enhancement, Membership Liaison/Professional Resource, Staff Supervision/Management, Budget Preparation/Monitoring

## Intern (Part Time)

**Job Duties:** General Office Management, General Assistance to Exec. Dir., Office Point of Contact, Event Assistance, Marketing/Promotion, Board/Committee Meeting Prep, Coordination, Member & visitor Responses Program, Research & Evaluation, Newsletter Preparation, Website Upkeep

## Economic Development Committee

2+ Board Members, At-Large Members

**Key Responsibilities:** Marketing Strategy, Marketing Promotions, Business Recruitment, Industry Attraction, Coordination w/ Rock County ED Site Visits, Developer Interaction

## Member Services Committee

2+ Board Members, At-Large Members

**Key Responsibilities:** Membership Benefits, Retention Strategy, Communications, Ambassadors, Small Business Advocacy, Downtown Growth, Promotion & Advertising, Business After Hours, Membership Meeting Speakers

## Tourism & Events Committee

2+ Board Members, At-Large Members

**Key Responsibilities:** Tourism Development, Community Enhancements, Special Events Planning, Easter Egg Scramble, Bowling & Casino Party, Golf Outing, Christmas Walk, Chicken BBQ, Women's Expo, Raffle, Coordinate with Rock County Tourism Council