

## **ADMINISTRATIVE DIVISION**

### **Bob Kieltyka**

**Goal:** To serve as the Chamber's Chief of Staff. Execute its mission, vision, and policies.

**Administrative:** Manage the operations of the Chamber and Visitor Center.

**Membership:** Serve current members and recruit new members.

**Economic Development:** Promote business growth and economic diversification.

**Tourism and Travel:** Work with the Highlands Tourism Development Commission and other resources to promote travel and tourism to the Highlands District and Macon County.

**Public Relations:** Promote Chamber relations at the local, county, state and national levels.

**Professional Ethics:** Perform the business of the Chamber professionally and with honesty and integrity.

3/11/10

RDK