



POSITION DESCRIPTION:

Toowoomba Young Chamber Advisory Group Member

Toowoomba Young Chamber Advisory Group exists to represent and champion the interests of young professionals across the Toowoomba Region.

As a strategic advisory group to the Toowoomba Chamber of Commerce, this group provides insight, ideas, and input into events and initiatives which align with the Toowoomba Chamber of Commerce Strategic plan that supports young people to connect, learn, and influence within the local business community.

Toowoomba Young Chamber Advisory Group members play an active role in communicating and instilling the broader Toowoomba Chamber of Commerce strategy of Connect, Learn and Influence to professionals aged 35 and under.

Key Responsibilities

Strategic Input & Advocacy

- Provide advice and recommendations on programs, events, and advocacy topics relevant to young professionals and early-career businesspeople
- Identify emerging issues, challenges, and opportunities facing young people in business within the Toowoomba region
- Provide the board sponsor with suggestions/ideas which represent the voice of young professionals in the Toowoomba Chamber of Commerce for board consideration and decision making
- Responsible for the ongoing development and execution of the Toowoomba Young Chamber Strategic Plan, with the guidance of the Toowoomba Chamber of Commerce board

Events & Engagement

- Assist with the planning, promotion and/or facilitation of Toowoomba Young Chamber events including sourcing venues, sponsors and presenters
- Actively attend and support Toowoomba Young Chamber and Toowoomba Chamber of Commerce events
- Encourage engagement and participation from other young professionals

Promotion & Community Leadership

- Champion the Toowoomba Young Chamber brand through personal and professional networks
- Participate in media opportunities, content creation, or public speaking as required to raise awareness of the Toowoomba Young Chamber's role and impact
- Driving the Toowoomba Young Chamber social media pages, including regular posting, reels and content updates
- Contribute and deliver on marketing strategy to drive digital engagement

Governance & Conduct

- Consistent attendance at monthly 1 hour meetings
- Active and constructive participation to group discussions and decisions
- Uphold the values and reputation of the Toowoomba Chamber of Commerce
- Maintain confidentiality of members, finances and strategy prior to release
- Contribute to a positive budget position to drive outcomes with the support of Toowoomba Chamber of Commerce
- Maintain agendas, minutes and regularly update the Toowoomba Young Chamber rolling action plan

Key Requirements

- Aged 18–35 with a demonstrated commitment to professional development, leadership, or community contribution
- Based in the Toowoomba region and actively working or studying
- Passionate about contributing to the future of Toowoomba's business community
- Strong communicator, strategic thinking & reliable team player
- Willingness to learn, and align to the Toowoomba Chamber of Commerce strategic plan
- Commitment to attend regular meetings (monthly or as scheduled) and Toowoomba Young Chamber Events
- Estimated time commitment – 10 hours per month
- Be a current Toowoomba Chamber of Commerce member or an employee of a Toowoomba Chamber of Commerce member
- 2 Year term, with original EOI submissions to be considered for member replacements in the instance of resignation.