

## **Job Description**

### **President/CEO**

**Reports to:** Board of Directors

**Direct Reports:** All staff

### **Position Summary**

The President/CEO has the overall responsibility for the complete operation of the Chamber as it involves program, planning and operations, working under policy guidelines of the Board of Directors and Executive Committee and acting in accordance with the policies, procedures and bylaws of the Chamber. The President/CEO is responsible to the Board for the full range of activities: coordination of the program of work; organizational structure and procedures; motivation of volunteers; income and expenditures; maintenance of membership; employment, training and supervision of staff; interpretation of policy; maintenance of quarters; and long-range planning.

### **Responsibilities and Duties**

- 1) Oversees development and implementation of a definite program of work that will channel resources of the organization toward specific objectives. Studies issues and trends to identify opportunities or problems for local business, and recommends related action. Develops the necessary community leadership and voluntary manpower to see that the program of work is accomplished. Analyzes and interprets the needs of members and recommends revisions in the program of work to improve service and assistance to make membership more valuable.
- 2) Provides leadership in the organization, planning and implementing strong business advocacy on those social and economic issues affecting the business community. Establishes relationships with all interested parties. Works with state, federal, city, and county legislators to communicate and lobby for the needs of the community and Chamber members.
- 3) Demonstrates leadership in the community through involvement and participation. Constantly strives to develop a better public understanding of the purpose and functions of the organization. Assists the Chairman of the Board and officers of the organization in representing the Chamber at appropriate local, regional, statewide, national and international events, and with the media.
- 4) Oversees and manages the fiscal resources of the organization. Prepares the annual operating budget with line-item identification of expenses and income for all activities of the Chamber and its related organizations or projects. Oversees all expenditures in accordance with budget. Ensures that financial records of the Chamber are audited at least every three years, with financial statement reviews in between.
- 5) Develops an appropriate staff, assign functions, defines lines of authority and responsibility, and sets up an efficient system of operation. Assures staff has

adequate training, supervision, and regular performance evaluations. Provides opportunities for staff to develop professionally. Creates working conditions that are conducive to maximum performance and employee morale.

- 6) Oversees membership programs to ensure necessary growth in income and services for the operation of the program. Directs all membership solicitation efforts through Membership Department including solicitation and orientation of new members and the maintenance of current memberships.
- 7) Directs all communications to the membership and general public. Ensures that organizational and business concerns are communicated regularly and effectively to all parties concerned and that organizational brochures, newsletters, and electronic communication are accurate, timely, and reflective of the organizational views. Provides and promotes opportunities for public forums or input.
- 8) Works with Board to establish and implement the corporate mission and vision. Provides leadership, training, and input to the Board. With the Chairman, develops the agenda for Board and Executive Committee meetings. Advises the Board on all matters under consideration.
- 9) Assures the organization's compliance with applicable laws and regulations. Assures adequate records of all transactions and correspondence are maintained for review by auditors, the Board, or other officials or agencies.
- 10) Serves as the official administrative representative and spokesperson of the Chamber in all instances and situations when such representation is appropriate.
- 11) Participates in Chamber activities to promote and enhance the image and relationship of the Chamber with all groups and parties in the community.
- 12) Sits as a non-voting member of the Board of Directors, Executive Committee and all committees. Serves as corporate secretary.
- 13) Coordinates work of all Councils, Committees, Divisions, and/or Departments.
- 14) Other duties as assigned.

Full-time, exempt