

**POSITION DESCRIPTION**

**Position Title:**       **President**

**Reports To:**         **Board of Directors**

**Function:**           **The President is the Chief Executive Officer of the organization.**

**SCOPE:**

The President is responsible to the Board of Directors for the full range of activities – coordination and motivation of volunteers; marketing of Chamber, development and implementation of membership recruitment and retention; coordination of financial strategies and accounting procedures; training and supervision of personnel; interpretation and implementation of structure, policies and procedures; maintenance of facilities and equipment; development, implementation and coordination of all programs set forth through the annual Program of Work; and long-range planning.

**MOTIVATION OF VOLUNTEERS** – Coordinates and motivates volunteers to achieve Chamber goals and objectives as set forth through the annual program of work. President shall be responsible for assisting the Board of Directors in recruitment of volunteers to serve on the Board of Directors, committee chairperson position and committee members.

**MARKETING** – The President shall be responsible for developing and coordinating all marketing efforts. The President shall be responsible for marketing the Chamber to the community and promoting special events through local and external marketing efforts.

**MEMBERSHIP** – Maintains at a level or exceeds the level set forth by the Board of Directors that will ensure necessary income for the operation of the Chamber. President shall be responsible for the development of membership income programming and shall continue the efforts of the Lead Investment Program and membership recruitment and retention efforts.

**FINANCIAL STRATEGIES/ACCOUNTING PROCEDURES** – The President shall be responsible for ensuring financial stability for the chamber through new income generating programming and reduction in expenses when possible. The President is responsible for the income and expenditures of the Chamber, and shall prepare the annual budget with the assistance of the Treasurer. The President is responsible for the purchasing and payroll. The President shall be responsible for directing the preparation of quality financial reports for the Board of Directors.

**PERSONNEL** – The President is responsible for training and supervising personnel to maintain operations at a high level of efficiency and professionalism. The duties include job assignments, human resource issues and hiring/firing of personnel.

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**STRUCTURE/POLICIES/PROCEDURES** – Ensures that the organization functions with maximum efficiency in the anticipation, identification and solution of Chamber/community problems. Maintains proper records and minutes ensuring compliance to chamber policy. Reviews structure, policies and procedures and recommends any necessary changes to the Board of Directors on an annual basis or as needed.

**FACILITIES & EQUIPMENT** – The President is responsible for the maintenance of the Chamber offices. President is also responsible for the maintenance and replacement of all Chamber equipment. A review of equipment needs shall be done on an annual basis in order to maintain an efficient office.

**PROGRAM OF WORK/LONG-RANGE PLANNING** – The President is responsible for identifying the needs of the chamber and community; coordinating an annual planning retreat to develop the upcoming fiscal year Program of Work; and shall maintain continuity and consistency in programming by long-range planning activities.

**RELATIONSHIP BUILDING** – The President shall be responsible for cultivating business relationships that will enhance the Chamber's efforts. The President shall establish and maintain appropriate contacts with local, county, state, regional and federal legislative entities and local organizations.

**PUBLIC RELATIONS** – The President shall be the public relations coordinator for the Chamber to ensure that the Chamber's positions and needs are communicated effectively. The President shall be the chief spokesperson for the Chamber and will be responsible for making public speeches and attend community, state and federal meetings as a representative of the Chamber.

**QUALIFICATIONS –**

**EDUCATION / EXPERIENCE:**

- High School Diploma required
- Three years previous management experience with a Chamber of Commerce, Not-For-Profit, or Membership Organization required
- Must be able to communicate effectively (Verbal/Written)

**TECHNICAL:**

- Proficient knowledge of computer skills, specifically in MS Office products
- Outstanding public speaking and presentation skills
- Time management skills
- Ability to communicate – verbal, non-verbal and listening skills with volunteers, members, peers, and co-workers.
- Supervisory skills – ability to plan, organize, and delegate

**PHYSICAL REQUIREMENTS:**

- Keyboarding/Dexterity: Frequently; activity exists from 1/3 to 2/3 of the time
- Standing/Walking: Occasionally; activity exists up to 1/3 of the time

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- Strength (Lift/Carry/Push/Pull): Sedentary (exerting up to 20 pounds of force occasionally)
- Talking (Must be able to effectively communicate verbally): Yes
- Seeing: Yes
- Hearing: Yes
- Color Acuity (Must be able to distinguish and identify colors): No
- Must be able to see, read, and write in order to perform job duties. Must be able to hear and speak in order to communicate with others. Must be able to operate a computer or related technology as well as audio-visuals. Must be able to stand and sit for extended periods of time.

ENVIRONMENTAL CONDITIONS - Exposed to frequent interruptions in daily functions/schedule. Must be available to customers and staff throughout the day. Must meet strict deadlines. Exposed to weather conditions when traveling. Required to work extended hours to meet deadlines and to participate in various assigned committees.

“This description is intended to provide an overview of the responsibilities and duties of the position. It is not an all-inclusive. The incumbent may be required to perform job-related responsibilities and tasks other than those stated in this description commensurate with the needs of the organization. The responsibilities may also change over time. This Position Description is provided for informational purposes only and does not form the basis of a contract.”