

Pauls Valley Chamber of Commerce

Job Description: President

Responsible to: Chairman of the Board, Board of Directors

Seeking applicant with four-year degree to serve as the Pauls Valley Chamber of Commerce President. As Chamber President you will have the overall responsibility for the administration and operation of the Chamber programs, planning and operations. The President shall serve as the liaison between the Chamber and the community at large. It is vital that the President shall promote excellent working relationships with members and potential member organizations, public and government officials, and other public and business agencies. The President will represent the Chamber and the City of Pauls Valley at the state, regional, and local levels and will be expected to convey professionalism in all aspects of Chamber business. Effective communication and strategic leadership skills will be used to advocate for issues integral to Chamber goals. Strong organizational skills will be essential to planning and hosting multiple events during the year that stimulate the local economy and directly impact the Chamber budget.

Duties and Responsibilities:

Lobbying, Promoting and Protecting Business Interests

- To promote and maintain a positive environment in which both the new and existing businesses can thrive. This includes encouraging the retention and growth of existing businesses while giving all proper assistance to new firms seeking to locate to Pauls Valley. To also support all those activities believed to be beneficial to the community and area and oppose those that might be detrimental.
- Foster strong relationships, including sitting on various committees and attending meetings to ensure Chamber interests are represented. Act as a Chamber liaison before civic and political bodies, as well as Oklahoma State Chamber of Commerce, the United States Chamber of Commerce, Oklahoma Chambers of Commerce Executives, and other professional organizations as needed. Work closely with city officials on various projects.
- Provides opportunities for businesses to strengthen their position in the community through networking and advertising opportunities. Engage in public relations activity on behalf of the Chamber within and outside the community. Cultivate successful working relationships with representatives of local media to assist with the promotion of special Chamber projects and events.

Board Relations

- Foster strong relationships with board members, including briefing members on relevant issues, providing motivation and direction to encourage community involvement, and educating them on Chamber policies and procedures.

Fiscal Responsibilities

- Together with the Executive Committee prepare an annual operating budget
- Maintain Chamber expenditures within the budgetary guidelines and controls.
- Achieve budgeted income goals through member dues, special events, and projects. This includes acting as the contact for the Okie Noodling Tournament held each summer in Pauls Valley. The President shall oversee the securing of vendors, sponsorship, and volunteers, as well as organize participants and media. They will work closely with the event organizers to execute logistics and will personally supervise the two-day event.

Operations

- Work with assigned committee chairpersons to plan, organize and conduct committee meetings throughout the year. Prepare a monthly activity report to the Chamber to the Chamber Board of Directors.
- Engage in a continuing program of professional and personal development and remain current with trends in the field of organization and management.
- Responsible for management of the Chamber of Commerce building, tenants, general maintenance, etc.