

President of the Chamber of Commerce**Job Description****GENERAL NATURE OF WORK:**

The President of the Washington County Chamber of Commerce is the chief executive and administrative officer of the organization. He or she is responsible to the Board of Directors for the full range of Chamber activities, including but not limited to:

- Coordination of all programs of work
- Organizational structures and procedures
- Maintenance and enhancement of membership
- Coordination, direction, and motivation of volunteers
- Budgeting and financial management; administration of income and expenses
- Managing the Chamber's human resources
- Interpretation of policy
- Liaison
- Maintenance of facilities and equipment
- Long range planning
- Other activities and/or initiatives as outlined by the Board of Directors.

SPECIFIC FUNCTIONS:

1. Program of Work
 - Through the Chamber's Board and its committee system, including the Executive Committee, the President is responsible for identification of Chamber and community needs and for preparation of programs of work designed to meet those needs. This involves constant evaluation of programs, events, etc. with recommendations for improvement as needed and a system of measuring progress toward attainment of goals.
2. Organizational Structures and Procedures
 - The President should be constantly mindful of the internal structure and procedures of the Chamber, recommending any changes or additions needed to ensure the organization is functioning effectively and efficiently in the administering of Chamber programs and initiatives. This is to be coordinated with the Executive Committee and the Chamber Board.

3. Membership

- The President, along with the Membership Committee, is responsible for maintaining the membership at a level that will ensure economic viability for the organization.
- The President will ensure that the organization is responsive to the needs of both existing and potential members of the Chamber.

4. Volunteers

- The key to the effectiveness of the Chamber is the ability of the President to motivate and inspire volunteers to creative and fruitful action on behalf of the Chamber.

5. Financial Management

- The President, in conjunction with the Executive Committee (which serves as the Budget Committee) is responsible for preparation of an annual operating budget for the organization.
- The President is charged with managing the finances of the Chamber within budget guidelines.
- He or she shall account for all monies received and expended and shall prepare or have prepared monthly financial statements for distribution to Chamber Board members.
- He or she shall prepare or have prepared all state and federal tax reports and other financial documents as prescribed by the Board or the Chamber's accountant.

6. Human Resources

- The President, in conjunction with the Executive Committee and the Board, is responsible for the hiring and termination of office staff and for defining the terms of employment.
- He or she is responsible for assignment of duties, supervision of work, training, evaluation, and all other elements of human resource management for those in the Chamber's employ.
- He or she shall periodically review the Employee Handbook and revise as appropriate with the approval of the Chamber Board.

7. Interpretation of Policy

- The President will ensure that Chamber policy as established by the Board is properly carried out and recorded in the minutes or other records of the organization. He or she will assist the Board, committee members, staff, and/or other volunteers in interpretation of policy in relation to any given matter involving the Chamber.
- He or she will assist the Chairperson in preparation of statements of the Chamber's position on public issues.

8. Liaison

- The President shall serve as the Chamber's representative in carrying out all Chamber programs and initiatives and shall act in such a manner in all undertakings as to provide the organization and him or her as an individual the honor and respect deserving of the organization, the occasion or the undertaking.

- He or she shall be responsible for preparing an agenda, maintaining Board minutes and financial records, and carrying out plans and programs of the Board in accordance with established policies.
 - The President shall provide a report of Chamber activities, plans, goals, etc. at each monthly meeting of the Board and shall provide further updates as necessary.
 - The President serves as liaison between the Board, Chamber membership, and the community at large.
9. Maintenance of Facilities and Equipment
- The President shall provide for the attractive and efficient presentation and utilization of all facilities under the Chamber's control.
 - He or she shall be responsible for maintaining all business machines and equipment in proper working order and shall initiate appropriate upgrades or changes as necessary.
10. Long Range Planning
- Under the direction of a constantly changing and evolving Board of Directors and an annually changing roster of officers, the President is responsible for maintaining continuity, consistency, and efficacy in programming. Based on proper research and communication of community needs, the President should assess and anticipate emerging short, intermediate, and long-range challenges and opportunities and recommend Chamber and community programs and initiatives to meet identified needs.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES:

- Post-Secondary education, college degree preferred
- Self-directed, self-motivated personality
- Management expertise and experience
- Excellent people/interpersonal skills; an outgoing personality
- Good command of the English language both from a verbal and a written perspective
- Ability to speak in public settings, both small and large groups
- An attitude of cooperation; willingness to work with others to accomplish common goals
- A functional understanding of accounting and accounting software (Sage 50, QuickBooks, etc.)
- A functional capability with Microsoft Office programs, database management, social media, website management, etc.