



Job Description

Position: Executive Director

Reports to: Reed City Area Chamber of Commerce Board of Directors with the Chamber Board President to be primary contact for all areas except financial matters. This shall include procedural questions and interpretations which may need to be brought to the Board as well as human issues including time off requests. The primary contact for all financial matters shall be the Board Treasurer.

Mission Statement: To Help Business, Industry and Tourism Prosper, thus Stimulating Economic Growth and Improving the Quality of Life.

Basic Function: The Executive Director is the Chief Executive and Administrative Officer of the organization.

Scope: The Executive Director is responsible to the Board of Directors for a full range of activities, including but not limited to the following: coordination of the program of work, organizational structure and procedures; motivation of volunteers; income and expenses; maintenance of membership; employment, training and supervision of staff; interpretation of policy; maintenance of Depot; long range planning and liaison with a variety of constituents.

Employment Status: The Executive Director is a full-time position wherein he/she is expected to put in the necessary hours per week to meet the operational needs of the Chamber and attend evening/weekend events as necessary. This job requires a minimum of 40 hours a week and is not compensated with overtime pay. It is expected that the Executive Director will be in the Chamber Office and available to the Community a minimum of 35 hours per week.

Functions:

- 1. Program of Work:** Through the Board of Directors, the Executive Director is responsible for identification of Chamber and Community needs and for the preparation of a program of work designed to meet these needs. This involves a constant evaluation of the program, with recommendations for change as needed, and a system of measuring progress toward attainment of program and community goals.
- 2. Organizational Structure and Procedures:** The Executive Director will manage the internal and external Chamber office operations, web site services and technology needs of the Chamber



to maintain efficient and effective standard business practices for supporting high quality member services. He/she will conduct all official Chamber correspondence and maintain all necessary records, documentation and communications. The Executive Director must pay constant attention to the internal structure of the Chamber of the Chamber to ensure that the organization is effectively geared to function with maximum efficiency in the anticipation, identification and solution of Chamber/Community problems. The Executive Director will recommend to the Board such changes in structure and procedures as are needed.

3. **Motivation of Volunteers:** Key to the effectiveness of the Chamber is the ability of the Executive Director to motivate and inspire volunteers to creative and fruitful action.
4. **Income and Expenses:** Through the Finance Committee, the Executive Director is responsible for developing the Chamber budget and relating budget to program goals. As approved by the Board, the Executive Director is responsible for all expenditures within the framework of the budget. He/she will prepare monthly financial statements of income and expenses by department. He/she will ensure that financial records of the Chamber are audited annually. He/she will seek maximum staff efficiency in all financial procedures.
5. **Membership:** The Executive Director is responsible for maintaining the membership at the level that will ensure necessary income for the operation of the program. He/she will keep the Board updated as to new and leaving members including tracking of why members leave.
6. **Staff:** The Executive Director is responsible for the employment of all staff personnel in the assignment of their duties, the supervision of their work, and the establishment, within the framework of the approved budget, of the terms of their employment as approved by the Board¹. As indicated by the program of work, he/she creates such departments as are needed to implement the program. The Executive Director will develop and conduct continuing on-the-job training programs and will ensure participation in professional conferences, seminars, and institutes as are needed to develop and maintain operations at peak efficiency.
7. **Interpretation of Policy:** The Executive Director will ensure that Chamber policy (also known as the By-Laws), as established by the Board, is properly recorded in minutes and indexes in the policy manual. He/she will assist the Board, committees, members, and the staff in interpretation of policy in relation to any given question or program. He/she will assist the President of the Board of Directors in preparation of statements of Chamber position on public issues.
8. **Depot:** As approved by the Board of Directors, the Executive Director is responsible for the location, design, and maintenance of headquarters that will provide for an efficient operation and present an attractive “front door” for the Chamber members, the community, and visitors.
9. **Long-Range Planning:** Under direction of a constantly evolving Board of Directors and an annually changing roster of officers, the Executive Director is responsible for maintaining

¹ All staffing additions/deletions must first have Board approval.



continuity and consistency in programming. Based on proper research of community needs, the Executive Director must anticipate emerging and long-range problems and recommend Chamber and Community programs to meet such needs.

10. Liaison:

- a. With the Board of Directors - The Executive Director must earn and maintain the respect and confidence of the Board, individually and collectively. The Executive Director is responsible for preparing an agenda, maintaining Board minutes and records, carrying out plans and programs of the Board in accordance with established policies, serving as representative of the Board for all contacts with the Chamber Staff, initiating programs for consideration by the Board, and advising the Board on all matters under consideration.
- b. With Chamber Members - The Executive Director must motivate members to support, personally and financially, an aggressive Chamber program. The Executive Director must analyze and interpret the needs of members and recommend revisions in the program of work to improve service and assistance to make membership more valuable. The Executive Director will entertain suggestions, proposals, and requests from the members and translate them into action consistent with the fundamental objectives and policies of the Chamber. He/she will render such personal service to members as the occasion may require and time may allow.
- c. With the Staff - The Executive Director must lead the professional staff. Since he/she is responsible for employment and training of all staff members, the Executive Director assumes responsibility for their efficient performance of duty. As required by the program of work, the Executive Director establishes appropriate departments, defines the general purpose of each department, and assigns duties accordingly. The Executive Director must create working conditions that are conducive to maximum performance and employee morale.
- d. With the Community - Through personal contacts with key community leaders, the Executive Director helps shape the community. He/she is frequently called upon to relate Chamber activities to the activities of all other groups in improvement of commercial, industrial, and civic life of the community. The Executive Director represents the Chamber in meetings of local, state, and national organizations. He/she must constantly strive to develop a better public understanding of the purpose and functions of the organization.