

Leech Lake Area Chamber of Commerce

Job Description: President/CEO

Reports to: Board of Directors

POSITION OVERVIEW:

The President is responsible to the Board of Directors 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; implementation of policy; maintenance of quarters; long-range planning.

I PRIMARY RESPONSIBILITIES:

- 1. Program of Work** – Through the proper committee the President 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 continuous evaluation of the program, with recommendations for change as needed, and a system of measuring progress toward attainment of program and community goals.
- 2. Chamber Structure and Procedures** – The President must be attentive to the internal structure of the chamber, to ensure that the organization is effectively geared to function with a maximum efficiency in the anticipation, identification and solution of Chamber of Commerce problems; the President 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 President to work closely with a wide variety of volunteers at all Chamber functions.
- 4. Income and Expenses** – Through the Budget and Finance committee, the President is responsible for drawing the Chamber budget, relating budget to program goals. As approved by the Board, the President is responsible for all expenditures within the framework of the budget. The President will prepare monthly financial statements of income and expenses. The President will ensure that the financial records of the chamber are accurate and seek maximum staff efficiency in all financial procedures.
- 5. Membership** – Through the Membership Committee, the President is responsible for maintaining the membership at a level which will ensure necessary income for the operation of the program.
- 6. Staff** – The President is responsible for the supervision of all staff personnel, 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 indicated by the program of work, the President creates such departments as are needed to implement the program. The President 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 a peak of efficiency.
- 7. Interpretation of Policy** – The president will ensure that Chamber policy, as established by the Board, is properly recorded in minutes and indexed in the Policy Manual. The President will assist the Board, committees, members and the staff in interpretation of policy in relation to any given question or program. The President will assist the Chairman of the Board in preparation of statements of Chamber position on public issues.

8. Office – As approved by the Board of Directors, the President is responsible for the maintenance of the office area which will provide for an efficient operation and present on behalf of the community an attractive “front door: for the use of chamber members, citizens of the community and visitors.

9. Long-range Planning – Under an evolving Board of Directors and an annual change in officers, the President is responsible for maintaining continuity and consistency in programming. Based on proper research of community needs, the President must anticipate emerging and long-range problems and recommend Chamber and community programs to meet such problems.

II. AUTHORITY:

- A. Personnel:** The President is responsible for the supervision of all office staff. The President is also responsible for hiring and discharging all employees, subject to approval by the Board of Directors.
- B. Material or Products:** Within budget allocation, the President is responsible for the purchasing, storing and use of all Chamber supplies and equipment.
- C. Money:** This responsibility includes the income of the Chamber, including funds from other sources that are administered by the Chamber.
- D. Policy:** The President is responsible for the administration of Chamber Board policy.