

Pickaway County Chamber of Commerce Executive Director Position Description

Scope -- The Executive Director is accountable for providing and executing; strategic direction, executive leadership and vision for the development and fulfillment of the Chamber's mission and strategic plan.

FUNCTIONS:

Develop and Retain Membership -- through the board of directors, establish fair dues structure, recruit members, survey member needs, address member needs, provide networking opportunities, provide access to member privileges, encourage volunteer involvement, provide for leadership opportunities, provide advertising opportunities, promote business among members, refer public to member businesses, recognize member accomplishments, respond to the voice of business, monitor legislative issues, conduct new member orientation, oversee membership record keeping and perform exit interviews.

Work with Board of Directors -- prepare for board meeting, oversee maintenance of board meeting records, provide administrative reports, present member applicants, execute board directives, make policy recommendations, implement policy design, through the Executive Committee and annual retreat develop a plan of work, present budget for adoption, oversee development of annual meeting, act as liaison between members and board, identify prospective board members, conduct board orientation, initiate board involvement, and participate in Chamber executive annual evaluation.

Administer the Office -- establish operating budget, establish staff salary ranges, hire staff, delegate staff duties, train staff, evaluate staff performance, oversee and develop office procedures, manage overhead costs, maintain financial records, maintain facilities, maintain equipment and maintain master calendar. 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 effective operation and present an attractive "front door" for the use of Chamber members, the community and visitors.

Administer Chamber Benefit Programs -- review and supervise established Chamber benefit programs for accuracy and benefit value for Chamber members.

Administer the Pickaway County Safety Council -- oversee the administrative function of the PCSC, with required attendance at the Annual All Ohio Safety Congress with assistance from our WC representative/liaison on the board.

Interpretation of Policy -- The Executive Director will ensure that Chamber policy, 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 Chairman of the Board of Directors in preparation of statements of Chamber position on public issues.

Develop Programs -- Identify Chamber program needs, identify community program needs, identify member program needs, determine program priorities, research program options, select/develop/implement programs, select/confirm speakers, schedule date-time locations, market programs, oversee program implementation, facilitate programs as needed, measure program effectiveness and make recommendations for future programs.

Work with Committees -- participate in the organization of committee(s), recruit volunteers for committee(s), provide assistance to committee(s), monitor committee activity, assess committee effectiveness and recommend future status of committee(s).

Promote Chamber Image -- identify media opportunities, utilize appropriate media resources, coordinate marketing of special events and develop printed promotional publications.

Represent the Chamber and the Community -- facilitate new business openings, attend dedications/ground breakings, accept speaking engagements, participate in professional organizations, serve on community boards, serve on advisory committees, maintain membership service organizations, participate in community celebrations and act as a liaison with government entities.

Facilitate Community and Workforce Development -- serve as a community resource person, consult with community leaders, inform board of community issues.

Encourage Economic Development -- participate in quality of life initiatives, participate in revitalization efforts, assist in programs to promote economic growth, participate in retention and expansion programs, respond to inquiries, educate community on value of economic development efforts.

Continue Professional Development -- join professional associations, attend seminars, attend conferences, participate in continuing education courses, utilize professional contacts, read professional publications, develop mentor relationships and participate in workshops.

Evaluation

Performance Review – an annual performance evaluation will be conducted on the anniversary date of hire by the executive committee.