



## Position Description

**Position:** President

**Reports To:** Board of Directors

**Education and/or Experience:** Bachelors Degree in Management, Marketing or Related Field or Equivalent Experience.

**General Function:**

The President is hired by, and responsible to, the Chamber's Board of Directors and is responsible for the day-to-day management of all the Chamber's functions carrying out policies established by the Board through an annual program of work. **Priorities are membership growth and retention, economic development, community development and public relations.**

**Specific Duties:**

Within the limits of the bylaws of the Chamber and policies established by the Board of Directors, the President shall with appropriate delegation:

- Establish the organizational structure for the office and the related staffing structure.
- Establish administrative policies and procedures for office functions.
- Recruit, hire and train staff. Administer an effective personnel program, which includes job descriptions, performance standards, performance appraisals, and salary administration.
- Develop and supervise an effective program of membership development and membership services.
- Develop and maintain an effective communications program (website, press releases, mailouts, handouts, etc.) responsive to the needs of the membership.
- Provide all necessary information and materials to the Chamber. Inform the Board, elected officials and membership on appropriate issues.
- Maintain effective public relations (internal and external).
- Serve as spokesperson for the Chamber in conjunction with the Chairman of the Board.
- Maintain an effective government affairs program to represent the interests of the Chamber membership to government agencies as appropriate.
- Manage the finances of the Chamber including the preparation of an annual budget and long-range forecasts of needs.

- Maintain the legal integrity of the Chamber.
- Plan and coordinate meetings of the Board of Directors of the Chamber.
- Provide written monthly reports to the Board of Directors along with recommendations.
- Monitor and assist committees of the Board.
- Maintain an effective Existing Industry Program that meets the needs of the membership.
- Identify critical issues that may impact the Chamber and its members.
- Other duties as may be assigned by the Board of Directors.

**Required Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to direct, supervise, and delegate work activity.
- Possess general knowledge of business practices, operations and needs.
- Ability to establish and maintain effective working relationships with the Board of Directors, employees, committees, governmental units, civic groups, and the general public.
- Extensive knowledge of state and local government operations including the various legislative processes.
- Ability to review and critically appraise program proposals and other complex issues.
- Demonstrate a sense of vision for the mission of the Chamber of Commerce.

**Behavioral Attributes:**

- Proactive leadership ability with excellent team building skills
- Self motivated
- Excellent interpersonal skills
- Team player
- Ethical behavior

**Relationships:**

Has regular contact with elected officials, the Board of Directors and its committees on policy matters and other issues as appropriate. Maintains personal contact with regional, state, and national organizations and the general membership to the greatest degree possible. Maintains appropriate relationships with other associations and vendors to enhance the image of the Chamber of Commerce and the attainment of its objectives.

**Additionally:**

The President also serves as a Chamber-appointed representative on the following Board:

- Oconee County Development Authority

**Selection Process:**

Following a review of all resumes, only the most qualified applicants will be invited for an interview with the Board of Directors and Chamber Staff. After the interviews have been completed, a background check will be conducted on the candidate being considered for employment. Once the background check has been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire.

Applicants must submit a cover letter of interest, resume, list of reference, a synopsis of accomplishments as it relates to the position and salary requirements to the Oconee Chamber of Commerce no later than 12 noon on Friday, September 22, 2017. Please mail to the Oconee County Chamber of Commerce, Attn: Cindy Haddon, PO Box 348, Watkinsville, GA 30677.

**Job Type:** Full-time salaried position.

**Hours:** Monday-Thursday (9 am – 5 pm) and Friday (9 am – 2 pm). Must be available to work occasional nights and weekends.

Must possess and maintain a valid Georgia Driver License, be insurable, and have/maintain a good driving record throughout the course of employment. In addition, applicant must have access to a dependable vehicle and maintain state mandated personal automobile insurance coverage throughout the course of employment.