



## Chamber President Job Description

**Reports to:** Chamber Board of Directors

### **General responsibilities:**

Directs activities of Chamber of Commerce to promote business, industrial and job development, and civic improvements in community by performing the following duties personally or through subordinate supervisors.

### **Essential job functions include, but are not limited to:**

Chamber Functions:

- Manage daily operations of the office staff and chamber business.
- Implement and adhere to the Chamber budget and financial duties.
- Promote Chamber activities, seminars, programs and services to Chamber.
- Coordinate Education Partnership Programs with local Board of Education, i.e. New Teacher Luncheon, Partners in Education, Teacher Appreciation, and Teacher of the Year Ceremony.
- Coordinate Chamber Committees, i.e. attendance, minutes, recruiting Chair/Vice-Chair and Chair/Committee Member orientations.
- Serve as liaison with the following committees: Government Affairs, Small Business, Industrial Development Authority, Tourism Council and Education Roundtable.
- Oversee Leadership Newton County Program and Leadership Alumni Program.

Membership:

- Sell, track and retain Chamber Memberships.
- Assist in past due collections and reconciling past due accounts.
- Aid in coordination of Youth Leadership Institute.
- Aid in coordination of publications including monthly newsletter providing articles and pictures for membership activities.
- Maintain positive relationships with the City and County Officials by providing reports to the officials either by mail or in person no less than quarterly.
- Attend GEDA, Economic Development Professionals meetings, and other meetings as assigned or needed.
- Serve as liaison between existing industries and the Chamber.
- Visit industries on a regular basis.

Tourism

- Promote Tourism in Newton County.
- Serve as liaison between Tourism Board of Directors and Trustees.
- Maintain positive relationships with the City and County Officials by providing reports to the officials either by mail or in person no less than quarterly.