



Job Description

TITLE: President

REPORTS TO: Habersham Chamber Board of Directors and Executive Committee

SUMMARY OF POSITION: Responsible for the total operations of the Chamber. The primary contact person for the Board of Directors, elected officials and the community at large.

RESPONSIBILITIES:

- Develops, in conjunction with the Board, the Chambers strategic plan, both short- and long-range, including the Chamber's Program of Work.
- Ensures implementation of strategic plan and Chamber's Program of Work.
- Formulates, plans, organizes, and administers objectives and policies for achievement of major area goals.
- Serves as a consultant to the Chairman of the Board, Executive Committee, Board of Directors and gives leadership in the formulation of objectives, programs, bylaws, policies and plans.
- Develops leadership, monitors, and stimulates the work of committees, task forces and other groups to accomplish the Program of Work.
- Establishes and maintains a satisfactory working relationship with community leaders, public officials, private and public agencies.
- Responsible for the finances of the organization, which includes the planning of the budget, presentation to the Board of Directors, control and audit of the approved budget. Approves disbursements, signs checks for amount under \$2,000, co-signs checks with the officers over \$2,000, oversees deposits, and maintains general control of expenditures.
- Plans, promotes, and implements activities and events to bring tourism to Habersham County and create an image of the County as a tourism destination.

- Works with other tourism agencies in the county and region to promote the area as a tourism attraction.
- Plans, promotes and implements activities and resources that will create a positive business climate and help business and industry compete and be successful.
- Enhances the quality of life in the area by promoting economic development, agriculture, tourism, quality growth, entrepreneurship and education.
- Provides advocacy for issues that do or will affect the businesses or quality of life in the area.
- Serves as the primary liaison and spokesperson to civic organizations, community groups, governments and media.
- Responsible for and oversees the efficient operation of the Chamber, including facility, public communications, and community image.
- Selects and develops organizational staff, assigns functions, and defines lines of authority. Coordinates and supervises the work of the staff and handles all related human resource functions.
- Monitors and oversees day-to-day activities of the Executive Director of Economic Development that have been assigned by the Economic Development Council (EDC) Executive Committee.
- Oversees all records of the Chamber including financial, membership, the election process, minutes and ensures compliance with the by-laws and policies of the Chamber.
- Coordinates economic development activities including industrial and commercial development and support of existing industry.
- Motivates and recruits members and volunteers.

QUALIFICATIONS & SKILLS: Bachelor's degree required. Economic development, tourism or industrial/commercial experience preferred. Management abilities with experience preferred. Communication, public speaking and presentation skills are required. Must be technology savvy and stay abreast of state-of-the-art techniques.