

MOULTRIE/COLQUITT COUNTY CHAMBER OF COMMERCE

JOB DESCRIPTION

POSITION TITLE: **President of Chamber of Commerce**

REPORTS TO: Chairman of Board of Directors of Chamber of Commerce

TIME: Full-time; Salary with benefits

**BASIC FUNCTION
AND SCOPE:**

Under the direction of the Board of Directors of the Chamber of Commerce, the President has overall responsibility for the operation of the Chamber. It is the President's responsibility to see to it that all of the goals and objectives of the Chamber are met.

The President is in charge of all personnel functions relating to Chamber of Commerce employees.

The President is primary marketing and public relations contact for the Chamber of Commerce programs and activities.

SPECIFIC TASKS:

1. Works cooperatively with the Development Authority President to support economic and community growth.
2. Works closely with the Chamber's Administrator Services Coordinator, Program Services Director, Marketing & Communications Director, Administrative Assistant, and Membership Sales Director to oversee that each staff member progresses toward satisfactory completion of goals and objectives.
3. The President has the responsibility to hire or fire all Chamber employees. The President will evaluate Chamber staff at least annually.
4. Facilitates weekly staff meeting to review upcoming projects, delegate duties to staff and schedule events on master calendar.
5. Works with the Executive Board to develop a strategic plan to include goals and objectives and monitors the progress toward those goals.

6. Works with the Strategic Planning Committee to organize board retreats, workshops, or other planning sessions. Serves as secretary to Strategic Planning Committee and keeps minutes of the meetings.
7. Works with the Executive Committee (Chairman, Chairman Elect, Past-Chairman, Treasurer) to develop annual budgets to be recommended to the Board of Directors.
8. Keeps members of City Council and County Commission informed on Chamber activities and progress toward accomplishment of the Chamber's goals.
9. In the absence of the Board Chair, serves as the key spokesperson for the Chamber. Directs and supervises the administrative and public relations services of the Chamber relating to Moultrie and Colquitt County.
10. Serves as the Chamber's representative on local, regional, and statewide boards and committees that support the Chamber's mission.
11. Oversees all financial functions of the Chamber of Commerce and Tourism accounts receivable, accounts payable, deposits, QuickBooks, monthly statements, and reconciliation of all bank accounts.
12. Coordinate any training needs for all staff.
13. Works within the parameters of the adopted personnel policy provided to each employee.
14. Any information obtained by working in close proximity to the Chamber of Commerce and/or Development Authority must remain privileged and confidential.