

SHOREWOOD AREA CHAMBER OF COMMERCE, INC. (SACC)

PRESIDENT

Position Title: President

Classification: President and Chief Operating Officer

REPORTING RELATIONSHIPS

Position Reports To: Chairman of the Board / Executive Committee

Positions Supervised: Administrative Assistant

ESSENTIAL FUNCTION

Is the chief paid executive of the Chamber and is responsible for establishing and executing major goals and objectives for the Chamber with the coordination of the Chairman of the Board and Board of Directors within the framework of the SACC bylaws, policies & procedures and budgetary considerations.

Interprets and implements policies established by the Chamber Board. Provides recommendations, leadership, direction and guidance to coordinate the Chamber's activities. Analyzes and evaluates the effectiveness of all operations. Develops and maintains organizational structure and effective personnel. Coordinates major activities through subordinates and appraises assigned personnel. Represents the Chamber to trade associations, community and civic organizations, members, and financial institutions.

ESSENTIAL DUTIES and RESPONSIBILITES:

1. Basic Operations (Leadership & Finance)

The President Will:

- A. Demonstrate sound fiscal and organizational management skills.
- B. Set overall objectives, lead strategic planning, and assist in budget development.
- C. Control expenses against budget.
- D. Ensure accuracy, integrity and timeliness of all financial accounting and reporting.
- E. Sign jointly checks, notes, and financial documents.
- F. Stay current, gather and report on community and civic plans, legislative issues, projects and activities, local government bodies and other local events as may be appropriate.
- G. Oversee non-dues generating activities and appropriate marketing strategies including e-blast services, newsletter advertising and direct mail programs.
- H. Assist Executive Committee in training and orientation of Board Members.
- I. Be proactive in policy formulation, implementation, and administration of all chamber programs.
- J. Maintain a strong line of communication with the Chairman of the Board, Vice Chairman, Secretary/Treasurer, all Directors and Committees regarding agendas, programs, and community activities.
- K. Attend Board Meetings, Committee Meetings, and events. Record or oversee recording of appropriate minutes. Use "Roberts Rules of Order" as a guideline.
- L. Demonstrate use of communications technology, prepare and send correspondence and notices of behalf of the Board.
- M. Ensure Chamber facilities are secure, clean, and well maintained.
- N. Engage in personal and professional development practices and attend seminars, conferences, training, and community activities.

- O. Ensure the timely reporting and filing of all tax documents, annual corporate report and annual financial report to the Attorney General.

2. Policy Administration

The President Will:

- A. Protect fiduciary interests of Chamber.
- B. Carry out goals and objectives of Chamber.
- C. Maintain chamber essential documents, minutes, and board and committee actions in accordance with established policies.
- D. Proactively advance Chamber goals by maintaining effective relationships with local elected officials, agents, business people, and other chambers.
- E. Incorporate Mission and Vision Statements and chamber agendas into daily activities of staff and volunteers.
- F. Promote unity within organization and community.
- G. Guide or affect decision-making on Board and Committee Levels. Make recommendations as needed.
- H. Demonstrate sound decision-making and policy interpretation skills.
- I. Assume responsibility for the effective administration of chamber functions and support activities.

3. Staff Supervision

The President Will:

- A. Develop job descriptions, establish criteria for and conduct annual performance evaluations for staff. Formulate and implement corrective measures as needed.
- B. Take necessary steps to recruit, hire, train, and retain qualified and competent staff.
- C. Demonstrate and promote quality performance, teamwork, and professionalism in staff.
- D. Conduct staff meetings, effectively motivate and communicate with staff.
- E. Demonstrate and encourage ethical behavior.
- F. Oversee daily activities of staff; delegate needed authority and responsibility.
- G. Oversee development of newsletter and projects.
- H. Assume responsibility for effective human resources throughout the chamber
- I. Manage payroll and scheduling. Assure proper compensation for staff within budget. Make recommendations for appropriate raises and promotions.
- J. Conduct needs assessments and develops continuing training program.
- K. Supervise staff as needed.

4. Member Services & Public Relations

The President Will:

- A. Conduct official correspondence, coordinate the compilation of a monthly e-newsletter and publish it in Constant Contact, press releases, and maintain a working relationship with area media. Edit chamber publications.
- B. Stay abreast of Board, Committee and volunteer activities. Incorporate Chamber agendas and appropriate input into chamber projects.
- C. Maintain correct membership database.
- D. Maintain member accounts. Engage in timely billing, receiving, and collections procedures.
- E. Provide effective referral services to members.

- F. Resolve questions, conflicts, and issues in the best interest of the Chamber.
- G. Plan, execute and capitalize on member contact.
- H. Assist in recruitment, development, and retention of membership.
- I. Guide development of policy statements.
- J. Develop, execute, and maintain volunteer recruitment, leadership, & management plan.
- K. Effectively communicate policies and programs to members.
- L. Assume responsibility for ensuring professional business relations are established and maintained with chamber members.
- M. Promote and protect positive Chamber image.
- N. Represent Chamber at various local, regional, and state events.

5. Other Duties and Responsibilities:

Chamber President will perform all other duties necessary to this position, which are in the best interest of the Chamber as directed by the Chairman of the Board, Executive Committee, and Board of Directors and as described in the bylaws and Policies and Procedures Manual.

PERFORMANCE MEASUREMENTS will include but not be limited to the following:

- 1. Effective budgets and plans are formulated; complementary policies, goals, and procedures that further Chamber objectives are established.
- 2. Chamber assets are secure and growing. Liquidity and budget goals are achieved.
- 3. Personnel are well trained, effective, and efficient. Their activities are well coordinated and are a good representation of the Chamber.
- 4. Positive business relations exist with members, vendors, community members, government and professional organizations.
- 5. Accurate and complete financial and accounting statements, records, and reports are available and utilized in managerial decision-making. Minutes and core documents are properly maintained.
- 6. The President and Chamber Board are appropriately informed regarding Chamber activities and of any significant problems.
- 7. Programs and events are timely, well attended or utilized, and fit Chamber agendas.
- 8. Membership is stable or growing. New businesses are being added and retention is prioritized.
- 9. Chamber Image is positive and recognized within community.

QUALIFICATIONS:

EDUCATION/CERTIFICATION: Degree in Business Administration, Finance, or equivalent

REQUIRED KNOWLEDGE: Thorough knowledge of the community. Understanding of business, political, and economic climate in the county and the state of Illinois

EXPERIENCE REQUIRED: At least 5 years of progressive business management and development experience, the last 3 of which have been in a position of senior or executive management.

SKILLS/ABILITIES: Strong leadership and interpersonal abilities. Solid organizational and analytical skills. Ability to coordinate, make decisions, manage, and direct others.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY: Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw conclusions. Able to interpret and extensive variety of technical instructions and can deal with several abstract and concrete variables.

MATHEMATICS ABILITY: Ability to compute discount, interest, profit, and loss, ratio and proportion and percentage. Able to perform simple algebra as applicable to chamber functions.

LANGUAGE ABILITY: Ability to read periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ability to prepare business letters, proposals, summaries and reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style. Ability to conduct training, communication at panel discussions, and make professional presentations.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.