



JOB DESCRIPTION

POSITION: President & CEO

Responsible to: Board of Directors of the Harris County Chamber of Commerce

Function: The President is the Chief Executive and Administrative Officer of the organization.

Responsibilities:

- **Program of Work** - Through the Board of Directors, the President shares the responsibility for identification of Chamber and community needs and for the preparation of a program of work designed to meet these needs. This involves an on-going evaluation of the program, with recommendations for changes as needed, and a system of measuring progress for attainment of program and community goals.
- **Chamber Structure and Procedures** - The President must be constantly attentive to the internal structure of the Chamber, to ensure that the organization is effectively geared to function with maximum efficiency in the anticipation, identification, and solution of Chamber and community problems; the President will recommend to the Board such changes in structure and procedures as are needed.
- **Motivation of Volunteers** - Key to the effectiveness of the Chamber is the ability of the President to motivate and inspire volunteers to creative and productive action.
- **Income and Expenses** - Through the Board of Directors, the President is responsible for drawing the Chamber budget, relating budget to program goals and to monitor its progress. As approved by the Board, the President is responsible for all expenditures within the framework of the budget. The President will direct the Treasurer to prepare monthly financial statements of income and expense and a balance sheet.
- **Membership** - Through the Membership Committee, the President is responsible for maintaining the membership at a level which will ensure progress toward a goal of financial self-sufficiency for the operation of the Chamber.
- **Sponsorship Development & Non Dues Revenue** – The President is responsible for developing the annual Sustaining & Supporting Partner Program, direct event sponsors and other opportunities for non-dues revenue.
- **Staff** - The President is responsible for the employment of staff personnel, the assignment of their duties, the supervision of their work, and the establishment within the framework of the approved budget, of the terms of their employment.
- **Interpretation of Policy** - The President will ensure that the Chamber policy, as established by the Board, is properly recorded. The President will assist the Board, committees, members and staff in interpretation of policy in relation to any given question or program. The President will assist the Chair in preparation of statements of Chamber position on issues.

- Long Range Planning - Under a constantly evolving Board of Directors and Officers, the President must anticipate emerging and long range needs and recommend appropriate Chamber action to satisfy such needs.
- Liaison
 - In relation to the Board of Directors - The President must earn and maintain the respect and confidence of the Board, individually and collectively. The President will assist and make recommendations to the Chair on the preparation of agenda. The President will maintain Board minutes and records and carry out the plans and programs of the Board in accordance with established policies, initiate programs for consideration by the Board, and advise the Board of all matters under consideration.
 - In relation to Chamber Members - The President must motivate members to support, personally and financially, Chamber programs. The President must analyze and interpret the needs of members and recommend revisions in the program of work accordingly so as to render increasing improved service and assistance that will make membership more valuable. The President will render such personal service to members as on occasions will require and time may allow.
 - In relation to the Board of County Commissioners - The President shall, subject to the terms and conditions of a contractual arrangement with the Board of Commissioners, prepare and submit required financial reports on hotel/motel tax expenditures and activities to the Board of Commissioners. However, the President shall be accountable only to the Board of Directors of the Chamber in the execution of this contract agreement.
 - In relation to the community - Through personal contacts with key community leaders, the President is expected to be a positive influence. The President may be called on to relate the Chamber to other groups in its contribution to improvements of commercial, industrial, and civic life of the community. On occasions, the President will be asked to represent the Chamber in meetings of local, state, and national organizations. The President must strive constantly to develop a better public understanding of the purpose and function of the organization. The President is expected to regularly attend County Commission meetings (1st and 3rd Tuesdays @ 7:00 pm) and Development Authority meetings (2nd Tuesday @ 6:00 pm) and other community meetings as deemed necessary by the President and the Board of Directors.
 - In relation to The Valley Partnership - Through Harris County's membership with The Valley Partnership (a multi-county economic development group), the President shall, upon request, assist in projects of the partnership as approved by the Board of Directors of the Chamber. The President is expected to attend the meetings of the Valley Partnership.
- Chamber Committees – The President oversees the following Chamber committees: Economic Outlook, Governmental Affairs, Membership, Tourism, Leadership, Golf Tournament, Wheels of Fire Motorcycle Ride. All committee chairs report at Board meetings.
- The President is ultimately responsible for making sure the Chamber office is cleaned regularly, both inside and outside. Enlisting staff assistance during regular business hours is strongly encouraged to keep the office clean.
- Other duties - The President shall be responsible for other duties as deemed necessary by the Board of Directors.

Authority:

- Volunteers - The President shall motivate volunteers to be creative and productive.
- Materials and Products - Within the budget, the President is responsible for the purchase and maintenance of office supplies and equipment. The President shall submit proposals to the Board on the purchase of certain office equipment as declared by the Board of Directors.
- Advertising - Within the budget, the President is responsible for the purchase of advertising, with exception to certain advertising as declared by the Board of Directors.
- Administration of Funds - The President is responsible for the proper administration of all financial accounts under the supervision of the Treasurer of the Chamber.

Skills and Abilities:

- College degree in a business related field or a combination of education and experience
- Computer literate--CRM style software, Microsoft Products (word, excel, etc), Google based email system, QuickBooks Pro)
- Leadership and decision-making capabilities
- Administrative skills including management principles and interpersonal skills
- Good communication skills, both oral and written
- Ability to plan projects, set priorities and achieve objectives
- Participative management style
- High energy level, able to handle several projects at once
- Honesty and integrity
- Professional demeanor

Residency:

- Must be able to establish permanent residency within one year of hire date.

Selection and Performance Review:

- The selection of the President shall be made by a selection committee appointed by the Executive Committee. The Board must affirm the selection.
- A performance review shall be conducted by the Executive Committee at the end of the Chamber's fiscal year, with input from Board members if requested. The year's "Program of Work" will be used as a guideline in determining goal attainments. The evaluation will take into consideration the President's relationship with directors, officers, membership, volunteers and community.