

WINONA AREA CHAMBER OF COMMERCE

Position: President/CEO

Qualifications: College education; equivalent background of experience in industrial development, retail trade, tourism, and membership development.

Reports to: General direction only; refers to Board Chairman and/or directors only with respect to policy and interpretation of policy.

The President/CEO provides general management and coordination of all organization activities. Directs all planning aimed at deciding methods to be used in carrying out Chamber's objectives and implementing Chamber policies. Helps to plan and administer policies, objectives, and programs; supervises work of Chamber staff; exercises exceptional tact and diplomacy in communication with and reconciling varied views of directors, members, and others. Must exercise discretion in dealing with confidential data.

Responsibilities:

Supervises Chamber of Commerce staff.

In consultation with the Board of Directors (and the Executive Committee), **plans long-range policies** for achievement of important organization goals.

- reviews proposals or projects originating in committee or elsewhere and recommends proper committee assignment if needed
- places on agenda for Board action (with recommendation)
- upon approval, works with staff and/or committees for implementation of policies and projects
- counsels with responsible person or committees on work procedures and goals

Supervises or delegates supervision and management of all committees and task forces.

Guides the development of the Chamber's overall Business Plan.

- responsible for directing and implementing, with the aid of the staff and volunteer workers, the Business Plan, including all policies adopted by the Board of Directors

Committees and Task Forces: Leads as Supervisor -

Committees and Task Force groups as determined in each Program Year/Business Plan.

- assists in selecting qualified personnel for committee work along with the cooperation of the Board of Directors
- directs selection and training of all committee chairs/officers
- directs or organizes specific projects for committees and the motivation of volunteer leadership to follow through
- staff committee meetings, plans and arranges meetings, including the preparation and distribution of committee meeting agenda and minutes
- supervises the preparation of notices, reports, and other needed material
- attends as many committee and task force meetings as possible

Has general **responsibility for resolving all staff/personnel problems**

- responsible for recruiting, hiring, and firing of Chamber staff
- conducts regular staff conferences to help each staff member understand the job assignment and the work of the entire organization
- counsels with individual staff members
- responsible for high level of staff morale

Has general responsibility for **management of organization's finances**

- prepares annual budget in conjunction with the Treasurer along with plans to for meeting the budget
- submits budget for approval of the Board of Directors
- monitors and controls all operating and capital expenses within the approved operating budget
- adjusts staff salaries within prescribed brackets
- directs office maintenance, including replacement of equipment, and directs purchase of additional equipment
- directs preparation of financial statement by financial manager on monthly basis for Board of Directors
- signs or countersigns checks in accordance with by-laws

Directs all membership efforts

- directs follow-up or contact of all delinquent members for renewal of membership with assistance from the Executive Committee
- supervises activity and performance of paid membership sales staff

Responsible for all communication to the membership and general public

- prepares or directs the preparation of all correspondence, exercising tact and diplomacy
- refers mail to proper person for answering or other disposition
- responsible for quality control
- may delegate assignment of correspondence work load to a staff member
- directs activities of staff in the preparation of official publications of the Chamber such as pamphlets, special membership bulletins, newsletters, newspaper columns, or other methods used to disseminate information
- prepares or directs the preparation of news articles or of factual material for articles reflecting the views of the organization or the reporting or projects or activities

- serves as a contact between Chamber and all news media**, and others concerned with publicity files such as pictures, maps, biographical material, clippings, and other materials for use in preparing articles or features
- represents the organization at various meetings and on various occasions

- may appear as a witness before committees of Congress and State Legislature or before regulatory groups

- may make a public address or secure others to speak concerning community and Chamber activities
- maintains communication and liaison with local city, county, and state governments; the local Port Authority, the educational community, and all area business firms
- counsels on developments affecting the business community

- reviews and evaluates legislation, pending or proposed**, which will have an immediate or future impact on Chamber goals and policies, and refers to proper committee or division for study and future action

Serves as Executive Secretary for the Winona Area Industrial Development Association

(W.A.I.D.A.)

- keeps files or delegates staff to maintain, financial records and correspondence for W.A.I.D.A.
- coordinates W.A.I.D.A. meetings including annual meeting
- takes the lead on designated W.A.I.D.A. projects when requested.

There are many unforeseen issues, events, and challenges that arise from day to day. Assist with these as needed. Assist in the implementation of policies, programs and projects as established by the Chamber Board of Directors.