

# GRANTS PASS/JOSEPHINE COUNTY (OR) CHAMBER OF COMMERCE

## ***President/CEO Responsibilities & Functions***

### **Position Overview**

The Grants Pass/Josephine County Chamber of Commerce's (GPCC) President/CEO is the organization's key representative and business advocate responsible for providing executive leadership, strategic direction, and vision for the development and fulfillment of the Chamber's mission and goals. The President/CEO represents the voice of the Chamber which plays a vital role in supporting and enhancing its business community.

The President/CEO reports to the GPCC Board of Directors, is supervised by the President of the Board of Directors, and is an ex-officio member of the Board. The President/CEO is responsible for the overall management of the day-to-day operations.

### **Specific Responsibilities**

The President/CEO of GPCC is responsible for growing and developing the membership by providing valuable services and resources that help make member businesses and the regional economy successful:

- Make GPCC the business resource center for Grants Pass and Josephine County
  - Advocate for businesses at all levels of government
  - Provide effective communications channels responsive to the needs of the membership to ensure they are aware of information and resources available to them
  - Provide business development opportunities through:
    - Creating and aligning relationships among member businesses
    - Partnering with local and regional agencies who provide resources to businesses
    - Arranging educational programs to advance the professional, technical, and managerial skills of the membership
    - Moving with trends: identifying what is widely important to GPCC members and keeping them informed so they can make relevant changes to impact their businesses

- Including non-members in relevant activities so they learn the value of being a GPCC member
- Ensure GPCC is aligned with other regional economic development organizations and sharing resources to expand regional economic development, including growth industries and regional supply chain opportunities
- Support education partners to build great career and technical education programs to develop a skilled and talented 21<sup>st</sup> Century workforce that entices traded-sector companies to locate in the Rogue Valley and provide opportunities for young people to stay in their community after graduation for work and/or start businesses
- Recruit and train next-generation leaders with fresh perspectives for the Board and program/service positions; recruit people who care about GPCC, its mission and members
- Engage with staff, volunteers, directors, members and partners with the expectation that they will be motivated and proud to serve the chamber
- Be an effective and transparent communicator, as the hub of the wheel
  - Making certain communications – internal/external are accurate, clear, and timely
  - Serve as spokesperson for GPCC
  - Take advantage of all communication channels including the press, presentations at events, the website, Greeters, and social media
- Ensure GPCC is managed and operated responsibly and professionally. Delegate responsibilities, while ensuring GPCC operations are rock solid and its mission untarnished.

## **Area specific responsibilities**

### **1.1 Human Resources**

The President/CEO relates both to the Board and to the staff of GPCC, but has ultimate responsibility to the Board.

For the Board of Directors, the President/CEO:

- Develops and recommends to the Board of Directors, specific, written, long and short-range plans for the development of GPCC programs and services;

- Maintains appropriate relations with the Board and various Board committees, and keeps them informed;
- Interprets trends in the fields of service in which GPCC is engaged, by maintaining involvement in the professional field as a whole; and
- Assists with orientation and training programs for the Board.

For the GPCC staff, the President/CEO:

- Supervises and directs key staff in the performance of their duties;
- Evaluates the performance of key staff members;
- Provides overall control of and direction for the personnel of GPCC, including active participation in or approval of personnel actions; and
- Manages volunteer staff activities.

## **1.2 Organizational Planning**

In the area of planning, the President/CEO:

- Evaluates the services being provided by GPCC in relation to specified goals and standards, and recommends modifications, where appropriate;
- Recommends new projects and programs to the Board; and
- Has the authority to apply for and review grants deemed appropriate for the organization.

## **1.3 Organizational Finance**

In the area of finance, the President/CEO:

- Prepares GPCC budgets and is accountable for control of these resources once approved; and
- Directs all financial operations of GPCC.

## **1.4 Relations overview**

In the area of constituent relations, the President/CEO manages all activities including coordinating Board activities.

In the area of public relations, the President/CEO:

- Interprets the function of GPCC to the community by assisting the Board, through direct involvement and public relations programs, including personal contact, descriptive program literature, the Chamber website, and the media;
- Is the direct contact for media releases, opinions, and news worthy GPCC activities.

In the area of interagency relations, the President/CEO:

- Maintains appropriate relations with other professional and service groups in the community;
- Maintains appropriate relations with federal, state, and local government units; and
- Maintains appropriate relations with other agencies in similar fields of service.

### **1.5 Organizational Operations**

In the area of organizational operations, the President/CEO:

- Recommends policies to the Board and/or assists the Board in the formulation of policies for the effective and economical operation of GPCC and its programs;
- Ensures implementation of the policies adopted by the Board;
- Has chief administrative responsibility for maintenance of agency facilities, and regular reporting to various bodies; and
- Carries chief staff responsibility to ensure that legal obligations of GPCC are met.