

# Greater Taylor Chamber of Commerce and Visitors Center

## JOB DESCRIPTION

**Position Title:** President

**Reports to:** Board of Directors / Executive Committee

### **Summary of Position:**

Chief executive and administrative person responsible for the total operations of the Greater Taylor Chamber of Commerce and Visitors Center. Serves as the primary staff point of contact for the Executive Committee and Board of Directors.

### **Responsibilities:**

- Works directly with the Board in setting direction and determining annual work program.
- Meets regularly with Directors, Ambassadors, and Committees for planning, operations, activities and evaluation of programs.
- Delivers monthly progress reports to the Board of Directors.
- Staffs the organization.
- Establishes operational goals for staff. Conducts training and handles personnel issues
- Conducts employee evaluations.
- Maintains personal contact with key community leaders.
- Serves as primary media spokesman for the Chamber and Visitors Center.
- Interprets policy.
- Recommends annual budget and constantly monitors financial position.
- Ensures Federal/State returns are complete and accurate.
- Consults with Board-approved CPA firm with appropriately compiled data for compliance and schedules.
- Develops sources of non-dues revenues.
- Monitors membership recruitment/retention efforts.
- Functions as primary representative before groups/associations, etc.
- Prepares and distributes Chamber communications;
  1. the newsletter,
  2. events,
  3. calendar,
  4. notifications,
  5. and other communication methods, including website, social media.
- Motivates and recruits volunteers.
- In charge of volunteer programs
- Develops yearly marketing plans.
- Governs upkeep of facilities.
- Demonstrates professional, ethical and responsible behaviors and develops professional skills appropriate to job assignment.
- Performs other duties and responsibilities as may be required.

### **Qualifications/Skills Required:**

- Working knowledge of computer programs, including Quick Books and Constant Contact.
- Public speaking/presentation abilities.
- Demonstrated organizational abilities.
- Chamber of Commerce experience/knowledge of operations preferred.
- Must have working knowledge of and be able to actively engage in, Social Media