



**PRESIDENT-CEO
ANDOVER AREA CHAMBER OF COMMERCE**

Position Summary:

The President-CEO has the overall responsibility for the complete operation of the Andover Area Chamber of Commerce (the Chamber), planning and operations, working under policy guidelines of the Board of Directors and Executive Committee. The President-CEO will act in accordance with the policies, procedures, and bylaws of the Chamber and is responsible to the Board of Directors for the full range of activities: coordination of the program of work; organizational structure, volunteer management; financial budgetary needs and restrictions; membership; employment, training, and supervision of staff; interpretation of policy; and long-range planning. The President-CEO will demonstrate self-initiative and build strong relationships with the local governmental agencies and the business community.

Responsibilities and Duties:

1. Work with the Board and oversee the development and maintenance of the program of work, and mission to channel resources of the organization toward specific objectives. Study and address issues and trends to identify opportunities or problems for local businesses and recommend related action. Develop necessary leadership and voluntary manpower to see that the program of work is accomplished.
2. Provide strong leadership in the organization, establishing relationships with factions needed to address the needs of the business community in Andover.
3. Constantly strive to develop a public understanding of the purpose and functions of the Chamber, representing the Chamber, along with the Chairman of the Board at the appropriate local, regional, statewide events.
4. Oversee and manage the fiscal resources of the organization. Preparing the annual operating budget along with the Treasurer of the Board and the Finance Committee, overseeing all income and expenditures meet the budgetary requirements. Prepare and report monthly financials to board of directors.
5. Oversee all programs of the Chamber to ensure necessary growth of membership and direct all recruitment efforts, including solicitation and orientation of new members. Manage retention efforts for membership.
6. Maintain effective communication platforms for all factions associated with the Chamber. Membership, Board of Directors, Committee volunteers, community members, local and state government. Direct all communication.
7. Creates and maintains positive relationships with area partners, such as but not limited to the City of Andover, Butler Community College, Butler County, and Andover Public Schools.
8. Develop creative benefits, programs, and activities for value of investment to the membership.
9. Work with the board to implement the mission of the organization. Provide leadership, training, and input to the Board. Work with the Chairman to develop agendas for the Board and Executive Committee meetings. Advise the board on all matters under consideration.

10. Assure the organization is compliant with applicable laws and regulations. Assure all records of transactions and correspondence are maintained for review by the Board, accountant. Oversee the filing of all state and federal payroll and sales taxes and the preparation of the 990 is done.
11. Serve as the official administrative representative and spokesperson for the Chamber in all instances when such a representative is needed or applicable.

Work Environment:

While performing duties of this position, the President-CEO is primarily in the office environment but may, at times be subject to weather conditions during travel and events.

Physical Demand:

While performing the duties of the President-CEO, may be required to stand for extended periods of time, sit, walk, use of hands to feel or handle and talk or hear. Occasionally the President-CEO is required to lift and move objects of varying weights, climb stairs. Specific vision abilities required include close vision and depth perception. This position requires the employee to travel outside the office.

Minimum Requirements:

- College degree preferred OR equivalent work experience. The equivalent work experience would be 3-5 years in management and 1-2 years nonprofit experience.
- Strong communication skills to work with a diverse sector of Andover's population.
- Ability to supervise any personnel in a manner conducive to efficient performance, production, and high morale.
- Strong working knowledge of the Chamber industry to include member management and volunteer management is beneficial.
- Ability to create and maintain strong relationships with the Board of Directors, employees, volunteers, elected officials, and the business community.
- Fundraising experience is beneficial.

This is not necessarily an exhaustive list of responsibilities, skills, duties, and working conditions associated with the position. It is intended to be an accurate reflection of the current position: however, this job description could be revised based on business needs including emergencies, staffing needs and workload.