

CHANUTE AREA CHAMBER OF COMMERCE
Job Description

Title: Executive Director of the Chanute Area Chamber of Commerce

Reports To: Board of Directors

Description: Full-time, salaried position

Function: Responsible for the overall management and operations of the Chanute Area Chamber of Commerce

Duties:

1. Communicate and implement the mission of the Chamber. Sustain high standards of integrity and ethical conduct. Represent the Chamber with professionalism and integrity.
2. Attend all Board meetings, executive committee meetings and other meetings related to the work of the Chamber. Oversee preparation of the agenda and other materials as needed for meetings. Prepare an Executive Director's report for monthly Chamber board meetings.
3. Devise and implement a plan to sustain and grow the membership base. Maintain ongoing contact with the membership. Look for ways to involve the membership in Chamber activities and to promote Chanute, the Chamber and/or the membership.
4. Develop budgets in conjunction with the Budget Committee of the Board. Ensure bills are paid. Monitor program costs to keep expenditures within the approved budget. Ensure that materials needed for compliance with state and federal tax requirements are submitted. Consult with accountant as needed.
5. Oversee the development of all standing, ad hoc and event committees. Ensure committees have the information needed to do their work.
6. Plan and implement annual Chamber events: Annual Meeting, Jesse Jackson Mayor's Prayer Breakfast, Golf Tournament and others as developed. Plan and implement Chamber ongoing events, e.g. Chamber Connections Luncheons, Ribbon Cuttings, Business After Hours, Leadership Luncheons, etc.
7. Produce emails, brochures, etc. that promote the Chamber and its membership. Oversee management of the Chamber website. Develop advertising materials. Prepare speeches and other written remarks as needed for events, promotions, etc.
8. Sustain and grow a strong relationship with the Chanute City Commission and city management. Build and maintain strong ties with other current and new constituencies, e.g. Main Street Chanute and Chanute Regional Development Authority. Look for opportunities to work together to further the programs of the Chamber and the success of Chanute.

9. Work with the Board to develop organization goals and objectives and long-range planning. Monitor progress toward same. Develop and maintain all policies and procedures needed by the organization.
10. Attend regional and state seminars and conferences for continuing education and networking. Work with regional and state chambers and economic development organizations as needed.
11. Recognize volunteers and others involved with the Chamber.
12. Hire, train, evaluate and supervise Chamber staff.
13. Manage the day-to-day operation of the Chanute Area Chamber of Commerce.

Evaluation: Three-month, six-month and one year performance reviews will be held during the first year of employment. In subsequent years, an annual performance review may be held on or near the hiring anniversary date.