



Executive Director Job Description

Name:

Reports to: Chamber of Commerce Board of Directors

Summary Description

The Executive Director is the chief administrative officer of the organization, with the responsibility for hiring, discharging, directing, and supervising all employees. With the assistance of the Board of Directors, the Executive Director shall be responsible for administration of all the programs of work in accordance with the policies and regulations of the organization. The Executive Director shall cause to be prepared notices, agendas, and minutes of meetings of the Board of Directors. The Executive Director shall serve as an advisor to the Chamber President, assembling information and data for reports as directed by the Board. The Executive Director shall be a non-voting member of the Board of Directors, the Executive Committee and all other committees.

With the cooperation of the Executive Committee, the Executive Director shall be responsible for the preparation of an operation budget covering all activities of the Chamber, subject to the approval of the Board of Directors. The Executive Director shall also be responsible for all expenditures within approved budget allocations.

ACCOUNTABILITIES:

- Event Planning and Public Relations Accountabilities
 - a. With the assistance of the appropriate committees, prepares for and promotes Chamber functions and events, including but not limited to, the golf tournament, spring fundraiser, annual dinner, and White County Christmas and Independence Day celebrations.
 - b. Organizes and promotes ribbon cuttings and business after hours events. Notifies Board of Directors members and government officials of locations and dates for the upcoming events.
 - c. Administers and facilitates various Chamber programs, including but not limited to, Chamber scholarships, business grants, street lamp banners, elections, annual audit, and Shop Carmi First program.
 - d. Updates and posts to the Chamber's website, Facebook, Twitter, and other social media accounts.
- Membership Accountabilities
 - a. Solicits and maintains membership with the support of membership committee.
 - b. Collects dues from members
 - c. Serves as resource for Chamber members on ways in which the Chamber can be of assistance.
- Operational and Administrative Accountabilities
 - a. Prepares meeting packets Board of Directors meetings which include financial reports, minutes from previous meeting, agenda, and other documents pertaining to the meeting's agenda.
 - b. Reports relevant information to the Board of Directors at meetings and as needed.
 - c. Keeps Board of Directors members abreast of Chamber information through weekly update emails.

- d. Manages the finances of the Chamber by writing checks, making deposits, maintaining current records in QuickBooks, reconciling bank accounts and assisting in the preparation of an annual budget.
 - e. Manages the Carmi dollars program by selling the dollars, reimbursing merchants for redeemed dollars, balancing the account, and ensuring that certificates are available for purchase.
 - f. Arranges for and provides assistance for the annual audit.
 - g. Serves as a non-voting member of the Board of Directors.
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EDUCATIONAL AND SPECIAL REQUIREMENTS:

- Prefer a bachelor's degree.
 - Working knowledge of the use of computer programs such as QuickBooks, Microsoft Office, etc.
 - Capacity to work under stress and handle difficult situations.
 - Proven ability to establish effective and congenial working relationships.
 - Proven ability to lead and motivate others within the workplace.
 - Ability to apply common sense understanding to carry out detailed written or oral instructions.
 - Ability to deal with problems involving several concrete variables in standardized situations with minimal supervision.
 - Professional in appearance.
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