



Irwindale Chamber of Commerce President/CEO **JOB DESCRIPTION**

The President/CEO reports directly to the Chamber Board of Directors and adheres to the policies set forth by the Board.

Position Summary:

The President/CEO has executive responsibility for program, planning and operations of the Chamber. The President/CEO will work under policy guidelines of the Board of Directors and Executive Committee and act in accordance with the Chamber's policies, procedures and bylaws. The President/CEO is responsible to the Board for the full range of activities:

- organizational structure and procedures;
- motivation of volunteers;
- income and expenditures;
- interaction with City and other government officials and agencies;
- interaction with community and business leaders;
- growth and retention of membership including maintenance of membership records and reporting status of membership to the board;
- employment, training and supervision of staff;
- interpretation of policy;
- maintenance of Chamber facilities and assets;
- fiduciary responsibility for Chamber financial reserves;
- long-range planning; and
- legislative and advocacy

Responsibilities

- Business Plan – The President/CEO guides the development of the Chamber's overall business plan. He/she is responsible for carrying out the business plan with the aid of the staff, officers and committee members, and within the policy framework adopted by the Board of Directors.
- Committees – Assists the Chair of the Board and officers in selecting qualified personnel for committee work. Directs or organizes specific projects for committees, and works with the Chair of the Board, officers and committee chairpersons to ensure that committee functions are carried out. Arranges meetings, and assists committee chairpersons in the preparation of notices, reports, etc. Gathers data and materials for use by committees in order to help them

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carry out assigned tasks. Ensures that minutes are taken at meetings of the Board of Directors, Executive Committee and other committees.

- Policy – In consultation with the Board of Directors, assists in planning long-range policies for achievement of Chamber and Community goals. Reviews proposals and projects originating in committees, and then places them on the agenda for Board action (with recommendations). Works with staff and committees for implementation of approved proposals or projects. Coordinates work of all committees.
- Personnel (Staff) – The President/CEO is responsible for recruiting, hiring, training and discharging of all employees. Organizes staff and directs the chamber office. The President/CEO shall evaluate each employee, at least one time annually, and if warranted, adjust salary within prescribed brackets of the budget. He/she shall set the duties of employees.
- Finance – Is responsible for general management of the organization’s finances. Prepares annual budget in conjunction with the Treasurer, CPA and/or accounting firm. Develops general plans for meeting the budget. Submits budget in conjunction with Treasurer, for approval to the Board of Directors. Approves all specific expenditures coming under the budget adopted by the Board. Directs office maintenance, including replacement of equipment, and directs purchase of additional equipment and the keeping of proper financial records.
- Membership Maintenance – Oversees the direction of all membership efforts of the organization including high concentration on growth in both new membership and retention of current members and record keeping for such purposes. Prepares and/or has prepared and maintains reports concerning membership and finance for officers and directors. Directs the handling of correspondence to members regarding membership status or change in status.
- Member and Public Relations – Is responsible for directing the preparation and dissemination of communications (print, electronic, or social media) to the membership and general public. May delegate assignment of correspondence workload to office staff. Directs the preparation of official publications of the Chamber such as pamphlets, special membership bulletins, newsletters, news releases, or other methods used to disseminate information. When required or requested, represents the Chamber of Commerce at meetings of other organizations. May make a public address or secure other speakers concerning community and chamber activities.
- Government Affairs: May appear as a witness before city council, boards of supervisors or other governmental bodies. Counsels and advises the board of directors on developments affecting the business community. Reviews and evaluates legislation, pending or proposed, which will have an immediate or future impact on chamber goals and policies and refers to proper committee for study and future action.
- Economic Development – In partnership with the City, assist in creating a favorable business climate and ensure balanced economic growth of the area. He/she is responsible for

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carrying out a planned program with the aid of staff, officers, and committee members and within the policy framework adopted by the Board of Directors.

Evaluation and Review:

The Chamber's President/CEO will be evaluated annually by the Executive Committee. Systematic, constructive evaluation of the President/CEO's performance is a very important board function. It is normally a function for the Executive Committee and must be done with relevant input from the full board. It should be a positive experience for both the President/CEO and those board members doing the evaluation. Performance should be evaluated based on "bottom line" accomplishments, overall financial condition of the Chamber and mutually negotiated and agreed upon annual goals and priorities.

Required Knowledge, Skills and Abilities:

1. Proven track record of organization building.
2. Proficient in budgeting and financial management.
3. Ability to communicate clearly and concisely, both orally and in writing.
4. Ability to direct, supervise, and delegate work activity and train employees.
5. Proficiency of business practices and operations.
6. Ability to establish and maintain effective working relationships with the Board of Directors, members, employees, committees, governmental departments and representatives, civic groups and the general public.
7. Extensive knowledge of state and local government operations, including the various legislative and regulatory processes.
8. Ability to prepare and implement strategic marketing plans.
9. Ability to review and critically appraise program proposals and other complex issues.
10. Proficiency in public speaking and presentation skills.
11. Proficiency in Microsoft Office, Quickbooks, website management and social media tools.

Experience

A minimum of 5 years executive/senior level management experience (including managing staff) with a private business/corporation, trade association, economic development and/or related public sector entity, or not-for-profit organization.

Bachelor's degree in business, communications, or a related field is preferred.

W.A.C.E. Academy Graduate or equivalent: Preferred

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U.S. Chamber Institute Graduate or equivalent: Preferred

Salary

\$55,000 - \$70,000 DOE

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