

**Shiawassee Regional Chamber of Commerce
Job Description**

Title: President
Reports to: Board of Directors
Designation: Salaried Exempt

Duties/Responsibilities:

Chief Executive Officer of the Chamber responsible to implement the Business Plan and organizational strategies as approved and directed by the Board of Directors.

Summary:

Business Plan. Guides the development of the Chamber's overall Business Plan with Chamber Board and Committees. Conducts annual planning and quarterly reviews with Board and weekly reviews with staff.

Committees. Supervises or delegates supervision and management of all Board level committees. Assists the Chairman in selecting qualified personnel for committee assignments. Staffs committee meetings, plans and arranges meetings, supervises the preparation of notices, reports and other materials. May delegate supervision of committees if size warrants.

Affiliated Organizations: Serves as Secretary to Chamber Foundation, Board Member of Shiawassee County Convention and Visitor's Bureau, Workforce Development Board and SEDP, President of the Chamber Support Corporation, President of Owosso Armory LLC and President of Owosso Master Tenant LLC.

Policy. In consultation with the Board of Directors and Executive Committee, plans long-range policies to help achieve important community goals. Reviews projects or proposals originating in committee or elsewhere and recommends proper committee assignment. Places projects or proposals on agenda for Board action. Upon approval works with staff and/or committees to implement policies or projects.

Personnel (Staff). Performs general supervision of all personnel (staff) including recruiting, hiring, and dismissal. Conducts regular staff meetings to help staff understand job assignments and program of work. Maintains effective personnel policies and presents to Board for approval.

Finance. Responsible for management of Chamber finances. Prepares annual budget in conjunction with Board level committee plans. Develops general plans for meeting the budget. Submits budget for approval of the Board; approves all expenditures in the budget. Directs preparation of financial statements on monthly basis for Board as prescribed in ByLaws and Board Policy Manual.

ByLaws. Responsible to initiate an annual review of ByLaws and recommend revisions to the Board.

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Program/Product/Service: Responsible to research and recommend to Board; to create, launch and deliver chamber Member and community programs, products and services to further the chamber mission and fulfill unmet needs.

Board Development: Responsible to assure Board members are oriented and are presented with Board Development training opportunities. Responsible to assure that nominating committees, board vacancies and policies are brought to the attention of the Chairman of the Board and meet Board Policy requirements.

Record Keeping. Directs the keeping of proper membership financial records, including proper billing, recording of dues, and classification. Prepares and maintains reports concerning membership and finances for directors. Manages all correspondence to members regarding membership status or change in status in reference to dues and other membership information.

Other. Performs other duties as may be assigned by the Board of Directors.

Physical Requirements. Jobs within the Chamber of Commerce require sitting, standing, bending, lifting not to exceed 50 pounds, hand dexterity, clarity of speech and hearing, occasional use of a step ladder, and equipment use including computers, phones, answering devices, copy machines, fax machines and calculators.

Original Prepared: January 1, 1996
Revised: April 28, 1999
Revised: November 14, 1999
Revised: October 2004
Revised: February 2006
Revised: May 2, 2017
Revised: August 13, 2020