

**Responsibilities and Job Description for:
President of the Carol Stream Chamber of Commerce (CSCC)**

Position Summary

The President is the CSCC Chamber's chief staff person. The President reports to and supports the Board of Directors (BOD). This role is also the "face of the Chamber", acting as a community leader and ambassador of business advocacy. The President must be a dynamic and energetic, self-starter who can build relationships and manage multiple projects simultaneously. The President will create a healthy Chamber membership with continued growth in membership and increased members satisfaction.

Areas of Responsibility

Program Development

1. Develops an annual schedule of activities, meetings, projects and events to reflect the purpose and membership needs of the Chamber.
2. Works to develop and coordinate the necessary Chamber leadership and other positions, including volunteers, to accomplish the work of the Chamber.
3. Makes recommendations to the Board of Directors concerning matters affecting the direction of the Chamber.

Finance

1. Work with the Executive Committee and members of the Finance Committee in preparation of the annual budget to reflect the financial needs and resources of the Chamber and to assure the organization is managed within these financial guidelines.
2. Develop and implement general plans for meeting the budget.
3. Work with the Treasurer to generate and review financial reports and provide monthly statements of income and expenses to the Board of Directors.
4. Responsible for the managing of all funds received, and for their proper disbursement with budget allocations.

Staffing

1. Establish and maintain a staff consistent with program needs and financial guidelines. Responsibilities include recruiting, hiring, supervision and evaluation.
2. Establish basic work functions and standards of performance for staff.

Committees

1. Assists committees in setting goals, project development, fundraising efforts and project implementation to support the strategic plan.
2. Maintain files of meeting minutes
3. Maintain contact with all Chamber committees and be aware of current status of all Chamber projects with relations to the original objective, the current position, and work to be done.

Advisory

1. Serve as advisor to the Board of Directors in matters including the recruitment of officers and committee chairs, proposed projects, activities and opportunities.
2. Review the Chamber By-Laws and recommend changes in Chamber policies and practices.

3. Performs other duties within the responsibilities, as requested by the Chairman of the Board. Facilitates Board meetings by preparing agenda, President's report, taking minutes and attending.

Member and Public Relations

1. Direct, prepare and disseminate all communications to the membership and the general public.
2. Represent the Chamber at various meetings in the community.
3. Maintain close liaisons with community civic and service organizations.

Membership Maintenance

1. Oversee the direction of all membership efforts of the Chamber, work with the Chairperson of Membership toward the solicitation of new members, and the maintenance of current membership.
2. Keep accurate records of membership through the Chamber database.
3. Recommend necessary changes in the membership dues as needed.
4. Increase Chamber membership through effective solicitation of non-member businesses.

General Administrative

1. Conduct the official correspondence of the Chamber.
2. Preserve all legal and historical documents related to the Chamber and its activities, programs, property and positions.
3. Meet all necessary legal and financial reporting requirements of the Chamber.
4. Approve and co-sign checks on all Board approved budget expenditures.
5. Direct office maintenance including replacement of equipment and purchase of additional equipment.

Education & Experience:

- ◆ Associate Degree (A.A.) or equivalent experience
- ◆ A strong background in sales, special event coordinating, project management, and people management.

Technical Skills:

- ◆ Computer skills: able to use a PC to produce basic/standard output (MS Word, Excel, e-mail Mail Merge, Email Blasts, etc.).
- ◆ Writing: has the ability to write substantive memos/letters clearly and concisely.
- ◆ Speaking: directs meetings; makes public presentations before groups.
- ◆ Decision-making: makes decisions of major consequences to the organization in a conscientious way based on a sound analysis of alternatives.
- ◆ Problem solving: uses analysis/diagnostic techniques to pinpoint the cause of complex problems, works with others until all aspects of the problem are resolved.
- ◆ Social Media: Facebook, LinkedIn, Instagram, Podcasts

Please email resume and cover letter to Bob McNees: robert@mcneesassociates.com