

## Port Isabel Chamber of Commerce

### President's Job Description

#### General Function

The President is hired by, and responsible to, the Chamber's Board of Directors, and is responsible for the day-to-day management of all the Chamber's functions carrying out policies established by the Board through an annual program of work.

#### Purpose

To provide executive leadership to the Chamber in the fulfillment of its mission and develop strategies towards a successful and financially stable future.

#### Accountabilities

- Operate within and advance the policies of the Chamber.
- Assure that organization priorities are responsive to member needs and serve to advance the Port Isabel area's economic welfare
- Maintain open communication with the Board, and work with the Board in the governance of the Chamber; bring issues to the Board in a timely fashion
- Member participation
- Member and public perceptions of the Chamber
- Chamber's fiscal condition
- Recruit, hire, and train staff, and administer an effective personnel program, which includes job descriptions, performance standards. Performance appraisals and salary administration
- Day-to-day operations of the Chamber, including staffing
- Development of the leadership and direction of the officers and Board of Directors

#### Authority

- To expend funds within budget parameters and within policy and consistent with good business practice
- To hire, set compensation within budget parameters and establish terms of employment for, direct the activities of, evaluate and terminate employees of the Chamber
- To execute contracts on behalf of the Chamber
- To give voice to public policies in the public arena

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#### Duties and Responsibilities

- Oversee the day-to-day operations of the Chamber, including management of programs, membership and marketing efforts
- Work with the Chair to prepare agendas and materials for Board and Executive Committee meetings
- Develop goals and objectives for recommendation to the Board
- Establish administrative policies and procedures for office functions
- Serve as the principal spokesperson and ambassador for the Chamber
- Represent the Chamber at business and community ribbon cuttings, grand openings, events, meetings, etc.
- Build partnerships with other organizations
- Support the officers of the Chamber
- Advise the Chair in the appointment of personnel to committees, task forces **and recruit volunteers**
- **Motivates and inspires volunteers to purposeful action**
- Manage the Chamber's affiliated 501(c)(3) foundation
- Direct the annual and long-term planning process
- Fulfill the legal responsibilities as **recording** Secretary to the Corporation
- Fulfill the officer and committee responsibilities assigned to the President in the Chamber by-laws
- Attend Chamber Board committee meetings and provide staff support to committee efforts
- Provide written monthly reports to the Board of Directors along with recommendations
- Participate in higher level membership and sponsorship sales
- Identify and develop revenue generation programs and events
- Maintain an effective Economic Development Program that meets the needs of the membership
- Serve as the chief liaison with other chambers of commerce in the region and the State
- Oversee organization of the Chamber's annual retreat

#### Performance Measurement

- Attainment of annual objectives and goals developed with the Board
- Accountability in maintaining financial stability and overall financial performance
- Attraction and retention of members; growth in membership
- Member feedback