

The Greater Haines Chamber of Commerce Executive Director Job Description

REPORTS TO: President of the Board of Directors

GENERAL DESCRIPTION: The Executive Director is hired by and is responsible to the Chamber's Board of Directors and is responsible for the day-to-day management of all Chamber functions and for carrying out policies, programs, initiatives, and duties established by the Board of Directors.

SPECIFIC DUTIES: In accordance with Chamber bylaws, policies, and annual performance goals established by the Board of Directors, and with appropriate delegation, the Executive Director shall:

1. Establish and manage the organizational structure for the office, including the staff.
2. Identify critical issues that may impact the Chamber and its members.
3. Compile packets for the Board of Directors for regular and special board meetings as necessary. Included but not limited to:
 - a. Provide written monthly reports to the Board of Directors along with recommendations as needed.
 - b. Including monthly or any other relevant financial reports
 - c. Agenda as approved by the President
 - d. Any other relevant material deemed as necessary.
4. Attend regular board meetings for recommendations and contribution.
5. Utilize partnerships with local agencies as appropriate.
6. Establish administrative policies and procedures for office functions.
7. Develop and implement an effective program of membership recruitment, participation and program services.
8. Maintain effective internal and external public relations.
9. Manage the finances of the Chamber, including long- range forecasts of needs; approval of disbursements, co-signing checks with one of the board's officers and maintaining general control of expenditures.
10. Develop and oversee fundraising activities, focusing on events that encourage public appreciation of the Chamber's mission and membership development.
11. Function as the Manager of Gaming Activities. Direct gaming activities in accordance with state statutes.

12. Oversee delivery of events identified by the board as advancing the purpose and mission of the Chamber

13. Other Duties as assigned

RELATIONSHIPS: The Executive Director is to (1) have regular contact with the Board of Directors and its committees on policy, programs, initiatives, and other issues as appropriate; (2) Works cooperatively with units of local government and other local partner agencies to achieve chamber goals; (3) Maintains contact with regional, state and national organizations and the general membership to the extent needed for program objectives. (4) Maintains appropriate relationships with other associations and vendors to enhance the image of the Chamber and the attainment of its objectives.

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APPRAISAL OF PERFORMANCE: The Executive Director will be evaluated on performance factors (listed below) and goals/objectives as set by the President of the Board or determined committee of the board. There will be a midyear review (6 months) and year end (12 month) review to evaluate performance. The goals and objectives are based on a 12 month time table. This is based on an approximate 20 hours work per week (12pm-4pm Monday through Friday) at \$1,600 of gross monthly compensation. Executive director will have 4 hours of paid time off per month, with 20 hour total accumulation.

PERFORMANCE FACTOS RATING: 1-5: 3-4 Meets Expectations; 4-5 Exceeds Expectation; <3Below Expectations

Job Knowledge
Customer Service (both internal and external)
Problem Solving
Communication

Specific goals
Bonuses can be paid out based on the following goals
1. Increase of revenue
2. Increase of Chamber Membership

I, _____, have read and understand the terms of this job description and appraisal document.

X_____ (signature) _____ (date)