

Chamber Executive Director

Goddard Chamber of Commerce

Primary Function: This employee is responsible for the day-to-day operations of the Goddard Chamber of Commerce, as well as conducting the business of the Chamber under the supervision of the Board of Directors and works with great autonomy in their activities.

Specific Duties

- Establish the organizational structure for the office and any related staffing structure; keeps office space neat and organized, and all files and property of the Chamber secure at all times.
- Develop record-keeping and maintenance of both paper and digital files and archives
- Work with executive committee on organizational goal-setting
- Recruit, develop, and supervise an effective program of membership development and membership services by tracking and recording all memberships. The E.D. will be responsible for sending out membership letters and applications, tracking membership and recruiting new members as well as maintaining the Chamber Membership List on the website and distributing membership items to renew members
- Research/answer questions for membership and general public questions that pertain to chamber
- Retain current members and get prospective members by at least meeting with 3 to 4 current and/or prospective members per month, with the goal of meeting with 1 prospective member per month
- Respond to the needs of the directors, members, and committees by written, electronic communications, or by phone
- Serve as a spokesperson for the Chamber in conjunction with the Board of Directors
- Manage the finances of the Chamber, including timely delivery of monthly financial reports to the board; approval of disbursements over \$100, signing or cosigning checks with the Treasurer, President or Vice President and verifying expenditures

- Develop the budget for the following year by September for the board approval with the Treasurer
- Develop content for social media in conjunction with committee chairs
- 2 to 3 original posts from the Chamber per week
- Monitors social media pages to ensure accuracy of information in posts created by committee chairs or other Board Members
- Establish procedures for Social Media platforms
- Share all event and activity posts for Goddard and surrounding area as applicable
- Work with event committee on community and Chamber events
- Leads planning or works with a Board Member or other volunteers to lead planning for the following special events:
 - Neighbor's United
 - Highway Clean-Ups (3 per year)
 - National Night Out
 - Exposure
- Coordinates with Committee chairs to plan the following special events:
 - Annual Mixer
 - Fall Festival
- Coordinates as needed with committees and groups outside the Chamber (e.g. YPG, Activities Committee, and City of Goddard) for the successful completion of special events.
- Attends all above-named special events (absences must be approved by a Board vote).
- Coordinates ribbon cutting ceremonies.
- Develop events with event committee to highlight members
- Develop and conduct education programs to advance the professional, technical, and managerial skills of the membership
- Attends and participates in all Chamber of Commerce Board and general meetings unless approved by the board
- Prepares for Board and General Meetings by preparing and/or collecting the agendas, minutes and other documents. Collates hard copies for meeting and electronically distributes documents by Tuesday prior to the meeting
- Provide written monthly reports to the Board of Directors along with recommendations as needed

- Collects information for monthly newsletter to give to communications committee
- Form partnerships with city and other boards and civic organizations as appropriate
- Listen to local leaders and area stakeholders about community-wide needs/desires
- Identifies meetings and other activities that require Chamber presence and coordinates Chamber representatives to attend with Board approval
- Prepares yearly reports for the Chamber Board and City Council. Yearly report should be drafted to present to the Board prior to presentation to the City and to the City Council no later than their last meeting in May, based on the City's availability.
- Work closely with the City of Godard to distribute welcome to Goddard packets to new residents.
- Develop a welcoming committee for new businesses to the area
- Other duties as assigned by the board

Required Knowledge, Skills and Abilities

- Ability to communicate clearly and concisely, both orally and in writing
- Must have positive and healthy relationship skills
- General knowledge of business practices, operations, and needs
- Establish and maintain working relationships with the Board of Directors, committees, members, area government, civic groups and general public
- Commitment to mission of the Chamber of Commerce
- Computer skills required – Microsoft Word, Excel, Outlook, and Power Point

Relationships

- Has regular contact with the Chamber Board of Directors and its committees on policy, program matters and other issues
- Works cooperatively with area government and other agencies to achieve chamber goals
- Maintains contact with regional, state, and national organizations and the general membership to the extent needed.

- Maintain appropriate relationships with other associations and vendors to enhance the image of the Chamber

Performance Measures

An annual evaluation will take place in January, with the Executive Director submitting a self-evaluation form by the December Board Meeting.

The Executive Director, in conjunction with the Executive Committee, will work to set annual goals in various performance categories. Each January, progress on the previous year's goals will be assessed and new goals will be set. Categories for which goals will be set include:

- Membership – including, but not limited to, the number of members, member benefits and member retention
- Events – including, but not limited to, attendance, financial, and organizational goals related to Chamber events
- Director/Member Involvement – including, but not limited to, attendance at meetings (general and breakfasts) and events (Mixers and Chamber exclusive events)

Equipment Issued

- The City of Goddard will provide (and pay for) a cell phone
- The Chamber will provide a computer for the Executive Director
- Fully equipped office

Upon resignation or other means of termination, the Executive Director shall return all equipment issued in working condition before receiving his or her final paycheck. Damages can be taken out of that paycheck.

Vacation & Personal Time

Any absences of greater than 1 business days must be approved by a Board vote at least 1 month in advance (special circumstances can be approved in shorter term such as illness with a doctor's note). The Executive Director must make arrangements for an Officer to take possession of the Chamber phone and laptop for

absences of greater than 2 business days. Required tasks should still be completed during months when vacation is taken unless approved by the board.

Hourly Expectations

The Executive-Director is a salaried full time job with an average of 40 hours per week worked.

Compensation

Monthly salary will be discussed based on experience

- Payroll will be issued on the 10th of the month for the previous month's work other than December which will be issued the last banking day of the month

Commission on membership dues – paid quarterly (April, July, Oct, Dec) with payroll based on experience

Mileage is reimbursed outside of Goddard city limits quarterly through a check and is approved by President and Treasurer

Job Types: Full-time, Commission

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