**Henryetta Chamber of Commerce**

**Chamber Executive Director**

**Job Description**

            The Executive Director shall function as the administrative representative of the Henryetta Chamber of Commerce. The principle role of the position is to ensure the effective operation of the    Chamber while coordinating all organizational activities. The Executive Director shall provide the leadership to conduct the organization to fulfill the purposes as followed:

Encourage business and commercial interests of the area to become active members of the Chamber to ensure a comprehensive working organization; advance and perpetuate the commercial, industrial, historic and civic interests of the area; promote integrity and good faith; promote and assist in locating, building, encouraging and establishing industrial and commercial business; encourage and attract prospective residents, shoppers and tourists to the general area.

1. **Essential Functions**

1. **Program of Work-** Through the development of committees and Board concurrence is responsible for the identification of planning needs of the Chamber. Coordinates the business community concerns and activities with City Management, elected officials, and the Henryetta Economic Development Authority, educational entities, media, and other duties as needed.

1. **Chamber Structure, Policy and Procedure Development-** Provides the leadership to ensure that the Chamber functions with maximum efficiency. As established by the Board of Directors, assists committees, members and staff in the interpretation of policy. Identifies and implements solutions to challenges that face the Chamber and the community. Recommends changes in the organizational structure and internal operating procedures to the Board of Directors for input and approval.
2. **Volunteers-** Recruits, motivates and organizes effective utilization of volunteers within Chambers-community activities. Recommends to the Board the volunteers that should be recognized and the appropriate forum for that recognition.
3. **Finances-** Monitors the preparation and accuracy of financial reports presented to the Board.   Ensures financial reports are provided monthly to the Board and an annual report is presented at the conclusion of the calendar year. Work with the finance committee.

1. **Membership-** Works with the Ambassadors Committee to recruitment new members and the retention of existing members. Supports the Ambassador Committee during Ribbon Cuttings and Grand Openings.

1. **Relationships-**
2. Board of Directors- The Executive Director shall effectively communicate and update members on Chamber activities and events. Is responsible for developing meeting agendas, board minutes and maintain organization records. Ensures that the Chamber policy as established by the Board, is properly recorded and document. Assists the Board in preparation of statements of Chamber position on public issues.
3. Chamber Members- The Executive Director shall motivate members to support personal and financial commitment to the organization's activities and events. Analyzes and interprets the needs of members and recommends revisions in programs to improve services and assist with adding value to Chamber membership. The Executive Director will assist members to develop ideas, and create proposals translating concepts into actions.
4. Community- Represents the organization at appropriate meetings, serving as close liaison with all groups, being a spokesperson on pertinent issues. Utilizes effective communication skills to counsel and advise on development of programs and activities affecting the business community. Reviews and evaluates legislation which will impact the chambers goals and policies, and discusses action with committees and Board for study and future action.

1. **Staff-** Responsible for the hiring, and supervision of office personnel, assigning their duties, overseeing completed work, and establishing terms of employment within the framework of the approved budget. Implement personnel policies, conducts performance evaluations and plans for participation in service training to further develop work skills.

1. **Tourism-** Works with the City of Henryetta, the Chamber's Tourism Chair, and local attractions to promote the development of a positive tourism experience. Maximizes the print, broadcast, and social media to promote tourism opportunities in Henryetta.

1. **Facilities-** The Executive Director is responsible for the location, design and maintenance of facilities which will provide for an efficient operation and positive image for the Chamber organization.

1. **Compensation-**

                       -This is an exempt position

                       -$36,000.00 - $42,000.00 salary starting range

                          -Flexible hours

-Annual bonuses available

-Performance Bonuses available

                       -Paid vacation after 6 months employment.

                       - Eligible for 2 weeks per year after the first year

**Measurement of Effective Performance**

* Member recruitment and retention
* Ensures sound financial accounting of the program
* Projects and events are promoted and effectiveness analyzed
* Maximizes positive social media exposure
* The Chamber has a positive image in the community as measured by member satisfaction retention rate, and participation in programs/events.