



TITLE: President

Reports to: Chairman, Executive Committee

Chief executive and administrative person ultimately responsible for the total operation of the Texas City - La Marque Chamber of Commerce. Serves as the primary staff point of contact for the officers, executive committee, board of directors, and elected officials. The President manages the property, business affairs and staff of the chamber. Responsibilities include operations, management, long range planning, membership relations, policy recommendations to the board and must be a visible member of the community.

PERFORMANCE RESPONSIBILITIES:

- The President is the Chief Executive Officer of the organization.
- Responsible to the Board of Directors
- The President is a voting member of the Executive Board of Directors and non-voting member of the Board of Directors.
- Coordination of the Program of Work, organizational structure and procedures.
- Responsible for Income and Expenses
- Prepares and recommends annual budget and constantly monitors financial position.
- Payroll implementation
- Administers 401 - K Program
- Approves all accounts payable
- Coordinate Legislative Committee Activities
- Oversees insurance coverage such as Workman's Comp, Business Insurance, Health and Dental Insurance.
- Responsible for maintaining confidential personnel records such as W-2's and job performance reviews
- Responsible for the purchase/lease of all office equipment
- Responsible for personnel selection, training and supervision.
- Conducts employee evaluations
- Serves as primary media spokesperson for the Chamber.
- Responsible for maintaining the membership at a level that will ensure necessary income for the operation of the chamber.
- Interprets policy
- Responsible for coordination of monthly board agenda
- Responsible for Executive Board Agenda
- Responsible for carrying out plans and programs of the Board in accordance with established policies.
- Responsible for initiating programs for consideration by the Board
- Must advise Board of any and all matters under consideration
- The President must analyze and interpret the needs of members and recommend revisions in the program of work to improve service and assistance to make membership more valuable.
- The President must lead the professional staff. The President is responsible for their efficient performance of duties. The President will establish salaries and the terms of employment within the framework of the approved budget.

- Through personal contact with key community leaders, the President helps shape the community.
- The President, in partnership with the Board of Directors, will assist in preparation of statements of Chamber position on public issues.
- The President is responsible for the location, design, and maintenance of headquarters that will provide for an efficient operation and present an attractive "front door" for the use of Chamber members, the community, and visitors.
- Responsible for long range planning.
- Responsible for all committees and special events
- Recruits members and volunteers
- Solicits sponsorships for Chamber activities
- Responsible for all communications
- Responsible for brand/image in the community
- Present the chamber's policies and viewpoints to local, state, and national governmental units and agencies on a regular basis.
 - o Establish contact with key members of government.
 - o Study the local political scene and evaluate proposed actions by the Chamber in light of the political climate.

QUALIFICATIONS

- College degree or Chamber experience commiserate with position
- Commitment to quality community engagement, promotion and involvement
- Knowledge of Governmental/political process
- Working knowledge of computer programs
- Public speaking/presentation abilities
- Organizational abilities
- Professional appearance
- Preferred residency in Texas City or La Marque
- Preferred Chamber of Commerce/Non-Profit Experience