

Job Description
CEO
CODY COUNTRY CHAMBER OF COMMERCE
March 2023

OVERVIEW

The CEO of the Cody Country Chamber of Commerce shall be the chief administrative head of the Chamber. The CEO is responsible for the overall operation and management of the Chamber and related entities. The CEO is responsible for the planning and implementation of all programs and services as set forth and adopted by the Board of Directors.

The CEO is supervised by the Executive Committee of the Board of Directors and otherwise employed under the guidelines set forth in the Chamber Employee Handbook. This job description is not intended to be an exhaustive list of responsibilities and duties and the CEO may be required to perform other functions as directed by the Board of Directors.

AREAS OF RESPONSIBILITY AND TASKS

BOARD OF DIRECTORS

- Is a non-voting member of the Board of Directors, Executive Committee, and all other Chamber entities including:
 - Executive Committee
 - Membership Committee
 - Ambassador Committee
 - Cody Events Committee
 - Finance Committee
 - Government Affairs Committee
 - Buffalo Bill Art Show and Sale Committee
- Serves as advisor to the President and Board on matters of policy, organizational and management matters and long-range development.
- Annually assists the Nomination Committee in selecting new Board members and ensures preparation of required notification of the membership and, if necessary, election ballots.
- Annually schedules the Board of Directors and Staff retreats to address matters of policy, organizational and management matters and long-range development.
- As scheduled, organizes Strategic Planning, ensures creation of strategic plan document and serves as the liaison between the Board and the Strategic Plan outcomes.
- Ensures compliance to Chamber Bylaws by creating a system for Board of Directors onboarding and evaluation.
- Supports the development of the Board of Directors to ensure high performance.

FISCAL MANAGEMENT/BUDGET

- Prepares the annual operating budget for the organization and all related entities.
- Ensures Board approval of fiscal budget.
- Responsible for all expenditures within approved budget allocations.
- Oversight of and recommendation for all capital purchases.
- Monitoring and evaluation of all contracts including office equipment, internet and phone, postage machine, lease, etc.
- Coordination of required organizational reporting including the preparation and approval of the 990, the fiscal review, Secretary of State Annual Report.
- Ensure that Financial Management policies are observed.
- Ensures Fiscal and Regulatory Compliance.
- Inventory Maintenance annually.
- Oversight of Accounts Receivable and all expenses.

MEMBERSHIP

- Responsible for formulating and implementing the Membership Development Program.
- Maintains a public image with access to members and non-members alike.
- Develops a system for customer service excellence in all member communications.
- Responsible for the development of the Annual Membership Survey and other surveys as determined necessary, securing a viable response rate, tabulating the results, summary and outcome communication.
- Parks' Day Coordination in partnership with PCTC.
- Oversight of Cody Club programming.
- Actively seeks to improve benefits and value for members.
- First contact for all membership inquiries.

ORGANIZATIONAL

- Responsible for the development and administration of the standard program of work.
- Responsible for oversight of the Charters of the Chamber Committees including coordination of annual review.
- Creates, maintains and implements the policies and procedures of the Chamber in accordance with business best-practice strategies.
- Coordinate and execute Founders' Day Dinner with the Membership Committee.
- Coordinate and execute Parks and Pancakes with Board of Directors and staff support.
- Assist the Art Show Director, as needed, with producing the BBAS and co-ordination of Rendezvous Royale events.
- Actively participate in the execution of Rendezvous Royale.
- PCTC grant application and grant administration.
- Provides oversight of the Visitor Center and assists in the development of annual goals and training program.

STAFF

- Employee management and supervision including interviewing, hiring, onboarding, performance evaluation, coaching, and termination.
- Maintains and conducts annual review of current job description for every Chamber employee.
- Creates a high-performance productive work environment that encourages success, growth, accountability and teamwork.
- Coordinates appropriate staff recognition.
- Acts as liaison to the Board of Directors for all staff concerns.
- Administrator of the Employee Handbook and all employment policies.
- Responsible for all aspects of employee benefits administration.

COMMUNICATIONS

- Is the administrative spokesman and representative of the Chamber in instances where staff representation is appropriate.
- Chief spokesman in matters relating to the news media and public affairs on those issues where the Board has provided direction.
- Provides oversight for the comprehensive marketing plan including print, television, social media and radio.
- Serves as the community liaison representing the Chamber, communicates the various objectives and activities of the Chamber, listens to the community to ascertain the attitude of the community toward the Chamber and activities, and report the findings to the Board.
- Is the chief liaison for the following non-Chamber entities: the federal, state, county and city governments; the Park County Travel Council, Forward Cody, Yellowstone National Park, the Yellowstone Regional Airport, the Wyoming State Chamber of Commerce, Friends of the All American Beartooth Highway and any organization for which the Chamber has membership.
- Will diplomatically handle the most significant complaints to the Chamber whether about the Chamber or a local business and, whenever possible, complaints shall be mediated to the extent possible.
- Monitors web page and social media, make changes as needed to adequately serve the membership.

OTHER

- Shall actively be involved in continuing education programs that are designed to improve the effectiveness of the CEO.
- Is responsible for any additional projects as assigned by the Board of Directors.

All Chamber property shall be delivered to the Chamber in good condition at the end of employment.