

## **Chief Executive Officer (CEO)**

Full time, salary position may include some Saturdays, evenings, early mornings and/or late evenings in addition to regular work week.

Reports to: Chairman of the Board, Executive Committee, and Board of Directors

### **Job Objective and Roles:**

- The CEO is the Chief Administrative Officer of the Chamber and sees that organization operates to accomplish goals.
- The CEO is the secretary to the Board of Directors.
- The CEO serves as the primary staff point of contact for the Officers, Executive Committee, Board of Directors and Members.
- The CEO will spearhead the innovation of the Chamber and create a sustaining member-driven program of work which fosters community and economic development.
- The CEO is responsible for initiating, implementing and evaluating all aspects of Chamber activities, including but not limited to:
  - Operations
  - Management
  - Long-range planning
  - Membership relations
  - Policy recommendations to the board and
  - Be a visible member of the community.

### **Responsibilities and Duties:**

#### **Planning:**

- The CEO is responsible for carrying out policies...developing and assisting volunteers...interpreting policy and making day-to-day decisions based on adopted policies.
- The CEO serves in the role of technical assistant to the Chairman of the Board...prepares agendas and reports...keeps meetings on target to goal achievement.
- The CEO sees that results are on target and gives proper direction to organized activity.
- The CEO sees that the Program of Action is implemented.
- Monitors progress of the strategic plan, staff and committees.
- Delivers monthly progress reports to the Executive committee and Board of Directors.

### **Staff Management:**

- The CEO hires the appropriate staff as provided in the budget, to carry out the mission of the Chamber.
- Responsible for staff on-going training.
- Monitors terms of employment and is knowledgeable of comparing salaries.
- Conducts employee evaluations in accordance with the policy and procedures.

### **Policy Development:**

The CEO will develop, monitor and evaluate:

- Membership recruitment/retention efforts.
- Yearly marketing plans.
- Long range and short term objectives.
- Governs the maintenance of the facility.

**Financial Management:**

- Recommends annual budget and constantly monitors financial position.
- Develops sources of non-dues revenues.

**Board Development:**

- Provide orientation support and guidance to the Board on Chamber issues
- Assist the Board in identifying potential opportunities
- Assist the Board in developing an annual business plan and objectives
- Provide the Board with sufficient information to inform them of the financial and operational status of the organization.

**Membership Development:**

The CEO will develop, monitor and evaluate:

- Systems to support membership retention and growth.
- Identify and recruit volunteers to assist in shaping organizational directions.
- Develop methods of supporting and recognizing volunteers.

**Community Relations:**

The CEO will:

- Actively promote the Chamber to the community.
- Actively promote St. Tammany Parish as a desirable place to live, work, visit and do business.
- Maintain a positive relationship with other organizations.
- Build a positive image through communication.
- Build and maintain open relationships with elected officials and community leaders.
- Be actively engaged through service clubs, attending events, and participating in a professional manner in or as part of the community.

**Knowledge and Skills Requirements:**

- College or university degree or life skills equivalent required, including experience in business administration, marketing, and/or journalism.
- Previous Chamber experience preferred.
- Excellent organization and planning skills.
- Excellent oral and written communication skills.
- Knowledge of governmental and political process.
- Possesses conflict resolution skills.