

## **Job Description: President/ CEO**

### **SCOPE:**

The President/CEO, selected by the Board of Directors, shall have charge of the management of the property of the Chamber and the supervision and direction of the work of all employees the Chamber. Responsible for creating, building and maintaining the Chambers return on investment to its Partners and Members transitions from valuable to essential every day.

### **DUTIES & RESPONSIBILITES:**

- Creation and implementation of an annual Program of Work which is revise in accordance with policies and regulations of the Board of Directors.
- He/she shall be charged with the duty and responsibility and vested with the authority, subject to the direction of the Board, to supervise, manage and direct all the activities of the Chamber.
- He/she shall also carry out such other assignments and perform such other duties as may be delegated to him/her by the Board of Directors.
- He/she shall be eligible to attend and shall have a voice, but no vote, at all meetings of the Executive Committee, Board of Directors, committees and task forces of the Chamber.
- Subject to the approval of the Board, he/she shall appoint and fix the compensation of all employees of the Chamber.
- He/she shall act as secretary of the Chamber and in such capacity it shall be his/her duty to conduct official correspondence, to preserve all books, documents, communications and archives, to maintain a complete and accurate record of all proceedings of the Chamber, its Board of Directors and all committees and task forces and perform such other duties as are usual for such official.
- He/she shall discharge such further and additional duties as may be required of him/her by the Chamber's General Policies and Procedures Manual.
- To market and communicate the Chamber as the most powerful, serviceable and far reaching business organization available to our Partners and Members through our benefits, programs and services that create business competitiveness success and an improved quality of life.
- Responsible for building an enduring organization where staff can aspire to create something bigger and more lasting than themselves by establishing a vision where they can feel the freedom, creativity and innovation to be successful.
- Responsible for stimulating a sense of individual investment by its Partners and Members in the overall financial success of the Chamber, to make all of the other values, objectives, mission and vision of the organization possible.
- Oversee monthly and year-end financial preparation and reporting, including but not limited to, ensuring the organization is compliant with state and federal guidelines as a non-profit organization and ensuring the financial stability of the organization.
- Prepares annual operating budget and monitors Chamber's financial position.
- Oversees annual financial audit.
- Monitors and signs off on all expenditures within the organization to maintain financial responsibility.

**Salary Range:** \$50,000 - \$70,000 with benefits included.

Please submit resumes to [boardchair@caldwellchambernc.com](mailto:boardchair@caldwellchambernc.com).