

REEDLEY CHAMBER OF COMMERCE

JOB DESCRIPTION: EXECUTIVE DIRECTOR

DESCRIPTION: The Executive Director serves as manager of the organization; is a member of the Board of Directors and Executive Committee ex-officio, without the right to vote; serves as staff liaison to all committees. Recommends and participates in the formulation of new policies and makes decisions within existing policies as have been approved by the Board of Directors. Maintains internal and external relationships. Through management and leadership, achieves productive performance, forward looking programming and constructive growth of the chamber.

DUTIES, RESPONSIBILITIES AND AUTHORITY: Within the limits of the constitution and bylaws, the Executive Director is responsible for and has commensurate authority to accomplish the duties as follows:

1. Carries out the association's policies and programs. Keeps the Board of Directors, the Executive Committee and Officers fully informed on the conditions and operations of the association, and on all important factors influencing them. Attends all meetings of the Board of Directors and Executive Committees.
2. Plans, formulates and recommends to the Board of Directors, basic Policies and programs which will further the objectives of the chamber.
3. Promotes interest and active participation in the chamber's activities on the part of the membership, and reports activities of the Board and the association through the communications media of the chamber.
4. Provides staff support to committee chairmen and committees to enable them to properly perform their functions.
5. Establish a sound organization on structure for the chamber office. Maintain the chamber's records, files, legal and historic documents, membership and mailing lists.
6. Executes such contracts and commitments as may be authorized by the Board of Directors or established policies.
1. In cooperation with the treasurer, develops, recommends, and upon approval, operates with in an annual budget. Recommends policies, procedures and programs to achieve membership goals. Collect dues and terminates delinquent members. Insure that all funds and physical assets of the association are appropriately safeguarded and administered. Executes bylaws provisions with respect to an annual audit.
8. Maintains effective relationships with other organizations, both public and private, and sees that the position of the association and its members is enhanced in accordance with the policies and objectives of the association.
9. Is responsible for the planning, promoting and administration of all official meetings of the chamber.
10. Is responsible to meet monthly with the City Manager of the City of Reedley to provide updates on Chamber activities and provide quarterly financial reports.
11. Is responsible for attending all Reedley City Council meetings.

RESPONSIBLE TO: The Board of Directors