

ASSINIBOIA AND DISTRICT CHAMBER OF COMMERCE EXECUTIVE DIRECTOR JOB DESCRIPTION

Executive Director

Reporting to the Board of Directors, the Executive Director (ED) provides leadership and direction toward the achievement of the Assiniboia and District Chamber of Commerce's strategic plan. Acting as a liaison among members, the Board of Directors, staff, government and partners, the Executive Director is responsible for overseeing the delivery of all programs and services, membership growth and retention, financial management, daily operations, marketing, communications and public relations.

MISSION STATEMENT:

The Assiniboia and District Chamber of Commerce's most fundamental mission is "to build and sustain a thriving business community".

Executive Director Responsibilities:

- o Performs all day-to-day operations
- o Manages correspondence and all communications to membership/board/committees etc.
- o Maintain all office supplies, including upkeep, cleanliness and organization of Chamber office
- o Answers all inquiries or directs them to the proper channels
- o Actively recruit new members
- o Produce membership packages/promotional material
- o Produces the chamber newsletter
- o Maintains all membership data
- o Implement policy as directed by Board of Directors
- o Attends all board meetings and is an ex-officio on all committees
- o Acts as a consultant to the board and its committees
- o Advise, support and solicit direction from the Board of Directors through regular communication and monthly meetings
- o Develop and maintain records of Chamber members, communications, events and activities including detailed recordings of every event including cash statement and balance sheet
- o Manage the budget as approved by the Board of Directors.
- o Organize, attend and act as Secretary for all Board meetings, General Meetings, the Annual General Meeting and all other relevant committee meetings. Prepare and distribute notices, agenda, reports and minutes for meetings and provide detailed monthly updates on activities.
- o Responsible for all Marketing, Communication and Public Relations upon board approval

- o Represent the Assiniboia and District Chamber of Commerce at community events and develop relationships with members and Chamber partners.
- o Ensure that members are kept informed through regular communications and solicit feedback from the membership. Respond to inquiries and concerns in a timely manner
- o Network with other business associations to acquire information and ideas and to establish contacts. Attend relevant conferences and meetings to increase knowledge and advance the Chamber of Commerce and its members' interests
- o Maintain and regularly update the Chamber website with news and other information relevant to the membership and the Assiniboia and District business community
- o Ensure compliance of accepted business practices, government regulations, employment standards and bylaws
- o Develop partnership and sponsorship arrangements to strengthen the profile of the Chamber and to generate revenue
- o Responsible for membership recruitment and retention
- o Responsible for researching business issues and presenting them to the Board of Directors for discussion
- o Additional duties as mutually agreed upon by the Assiniboia and District Chamber of Commerce Board of Directors and the Executive Director

POLICY MANAGEMENT:

- o Directs the implementation of policy
- o Supports board and committees as needed

LEADERSHIP:

- o Works in collaboration with board, and relevant community agencies and groups to accomplish objectives and to fulfill responsibilities
- o Encourages team building by facilitating open communication and positive working relationships with board, membership, committees and the community
- o Establishes control and follow-up mechanisms for the Chamber

PROGRAM MANAGEMENT:

- o Facilitates the research, planning, development, implementation and evaluation of programs and services.
- o Makes sure that programs and services meet the board's policy and reflect the boards priorities

FINANCIAL MANAGEMENT:

- o Maintain sound financial procedures for all events and committees
- o Provide the board with regular statements of revenue and expenditures
- o Administer the funds of the organization, according to the budget approved by the board
- o Prepares all grant applications as required

ADVOCACY MANAGEMENT:

- o Promote community awareness of the Chambers missions and goals
- o Participate in networking and community relation activities on behalf of the Chamber
- o Build strong working relationships with others, both inside and outside the organization and enlist their support for accomplishing tasks
- o Acts as an advocate for the organization and its program in the community
- o Works with key external stakeholder groups
- o Identifies and researches funding opportunities, special projects and alliances
- o Manages the membership recruitment plan