

Shiner Chamber of Commerce

President/CEO

Job Description

1. The President/CEO shall be the chief paid professional staff officer of the organization and shall have the official job title of President/CEO. The President/CEO is an employee of the Board of Directors and shall report to the elected Chairman of the Board. Applicable laws, bylaws, articles of incorporation, and policies of the Shiner Chamber of Commerce shall govern the terms and conditions of employment.
2. The President/CEO shall be responsible for day-to-day operations and implementing the policies and programs of the Shiner Chamber of Commerce as established by the Board of Directors. The President/CEO is also responsible for the engagement of the staff.

Specific Responsibilities

1. The primary function of the President/CEO's job must be to carry out the role, goals, and mission(s) of the Shiner Chamber of Commerce, as expressed through bylaws, policies, resolutions and actions of the Board of Directors. These goals and missions will evolve and change over time; from time to time, as goals are achieved or abandoned, new and even contrary objectives and/or missions may be set.
2. It is an important duty of the President/CEO to balance various roles, duties and responsibilities to the different constituencies of the Shiner Chamber of Commerce. For example, while it is an important function of the President/CEO's position to be outward directed - toward other organizations, businesses, and government - the President/CEO must understand that another primary task is the management of the assets of the organization, the staff and the organization's office. Accordingly, the President/CEO monitors, supervises, and oversees the activities and projects of the staff on a close and frequent basis.
3. A fundamental duty of the President/CEO is to manage the finances of the organization. This entails many sub-tasks, the most important of which is to advise the Boards or its delegate(s) frequently on the financial condition of the organization; to be familiar with the finances of the organization; to hire competent staff support with financial expertise; and regularly to consult with those responsible for financial affairs, such as staff, outside consultants and the Boards or its delegate(s).
4. The President/CEO directs the development of short and long-range objectives, policies, and budgets, and operating plans for the Shiner Chamber of Commerce and oversees their consistent interpretation, implementation, and achievement.
5. The President/CEO provides key performance indicators to the Shiner Chamber of Commerce leadership on tactics and objectives annually to accomplish strategic directions. The President/CEO manages these successfully and within the financial resources of the organization.
6. The President/CEO represents the Shiner Chamber of Commerce to its members, City officials (appointed and elected), industry groups, and the general public.
7. The President/CEO works with volunteers and the organization's leadership to implement the organization's strategic plan.
8. The President/CEO directs an active outreach program to members and other professional organizations.
9. The President/CEO maintains and develops effective communications and relations with the Board, officers, and committee heads, other organizations, and with other professional associations and boards.
10. The President/CEO promotes professionalism and expertise of Chambers of Commerce to relevant audiences.
11. The President/CEO assists in identifying future issues affecting the business community and creates plans for the proper role of the Shiner Chamber of Commerce in those issues.

12. The President/CEO builds name recognition for the Shiner Chamber of Commerce in the public sector and increases the influence of the organization and businesses in the creation of public policy. The President/CEO increases recognition of businesses by public policymakers. This includes engaging in advocacy on behalf of its members.
13. The President/CEO builds awareness and support for high standards of the Shiner Chamber of Commerce among its members, news media, regulators, and policymakers.

Relationship to Staff

1. As the head paid professional staff person, the President/CEO has complete control over staff, subject to oversight and general direction by the Board. The President/CEO establishes organizational hierarchy and delegates authority and responsibility to subordinate executives regarding policies, contractual commitments, expenditures, and other personnel issues, retaining ultimate responsibility to the Board and the Shiner Chamber of Commerce. In addition, the President/CEO, in consultation with legal counsel and/or other expert professional advice, must review all contracts to which the organization is a party before recommending approval by the Board and/or Executive committee.
2. This means, in particular, that the President/CEO will be responsible for hiring, terminating, disciplining, setting the compensation for, exercising general supervision and oversight of, and otherwise setting all the terms and conditions for the employment of other staff consistent within the budget and policies as adopted by the Board of Directors. The President/CEO will provide daily management to the staff in its work with members, committees, and task forces.
3. President/CEO shall recommend to the Board, for their approval, the engagement of outside paid professionals and/or consultants, such as attorneys, accountants, benefits plan administrators, and those engaged from time to time to provide specialized advice to the Board.

Reporting Relations

1. The President/CEO reports to the Chairman of the organization. The President/CEO, however, is subject, responsible, and accountable to the Board of Directors as a whole.
2. The managers or directors of the organization departments report to the President/CEO. These may include Legal, Marketing, Public Relations, Conference Management, Human Resources, Information Technology and Finance.

Disclaimer: This position description is not a contract. The President/CEO's contract rights, including terms of employment, grounds for termination, and all other terms and conditions, are as set forth in the contract of employment between the parties. In the event of any actual or apparent inconsistency between the terms of this position description and the contract of employment or the bylaws, the contract or bylaws, as the case may be, shall govern. The Shiner Chamber of Commerce reserves the right to modify this position description at its discretion at any time.