

OZONA CHAMBER OF COMMERCE & VISITOR CENTER (West Texas)

POSITION: PRESIDENT

JOB TYPE: FULL-TIME

EDUCATION & EXPERIENCE:

- Degree in Business, Marketing or Communications Field
- Minimum of five years' experience in equivalent field of operations
- Any combination of education and experience may be considered as a substitute for a degree
- Salary and benefits commensurate with education and experience

DEADLINE TO RECEIVE RESUMES: Resumes be submitted to P.O. Box 1135, or emailed to ozona_pres@verizon.net, by 5:00 p.m. June 18, 2021.

Objective of Position:

Guides the development of the chamber's overall program of work. Is responsible for directing and implementing, with the aid of the staff and volunteer workers, the program of work, including all policies adopted by the Board of Directors.

Committees: Supervises or delegates management of all committees. Assists the Chairman of the Board in selecting qualified personnel and volunteers for committee assignments. Directs appointments to committees. Directs or organizes specific committee projects. Staffs committee meetings, plans and arranges meetings, supervises the preparations of notices, reports and other materials. Will serve on local, regional or state committees or boards deemed necessary to further serve the Chamber's program of work.

Policy: In consultation with the Board of Directors, plans long range policies to help achieve important community goals. Reviews projects or proposals originating in committee or elsewhere and recommends proper committee assignment, if needed. Places projects or proposals on agenda for board action. Upon approval, works with staff and/or committees to implement policies or projects. Counsels people or committees on work procedures and goals. Coordinates work of all committees, divisions and/or departments.

Structure & Procedure: Recommends to the Board such changes in structure and procedures as are needed.

Supervisory/Personnel (Staff): Has general responsibility for all personnel (staff), including recruiting, hiring and firing. Conducts regular conferences to help staff understand job assignments and the organization's program of work. Counsels individual staff members. Responsible for maintaining staff morale. Conducts annual evaluations.

Finances: Has general responsibility for management of the organization's finances. Prepares and submits annual budget for approval by the Board of Directors. Develops general plans for meeting the budget. Approves all specific expenditures under the budget for approval of the Board of Directors.

Adjusts all staff salaries as approved by Board of Directors. Directs all of office maintenance, including replacement of equipment. Prepares or directs preparation of financial statement on monthly basis for Board of Directors.

Membership Maintenance: Directs all membership solicitation efforts, including solicitation of new members and maintenance of current members. Oversees record keeping for such purposes. Prepares and assists in preparing membership solicitation letters to prospects, along with other material pertinent to membership promotion. Compiles statistical information for use in upgrading members. Directs preparation of prospect lists for membership solicitation. Directs follow-up or contact of all delinquent members for renewal of membership.

Record Keeping: The President shall serve as secretary to the Board of Directors and cause to be prepared notices, agendas, and minutes of meetings of the Board. Directs the keeping of proper membership financial records, including proper billing, recording of dues, and classification. Directs maintenance of all current membership files. Prepares and maintains reports concerning membership and finance for Board of Directors. Handles all correspondence to members regarding membership status or change in status in reference to dues, assignees, due dates or other membership information.

Member and Public Relations: Responsible for all marketing, public relations and communication to the membership and general public. This includes:

-Correspondence: Prepares or directs the preparation of all correspondence. Refers mail to proper staff for answering or other disposition. Responsible for quality control.

-Official Publications: Prepares or directs the preparation of official chamber publications such as pamphlets, bulletins, newsletters magazines, or columns and the like.

-New Releases: Prepares or directs the preparation of articles or fact sheets reflecting the views of the organization or the reporting of projects or activities. Serves as contact between organization and media. Maintains publicity files, photographs, biographies, clippings, and other materials needed for articles or features.

-Public Speaking: Represents the organization at appropriate meetings. May speak or find others to speak about community and chamber activities.

-General: Maintains close liaison with all groups in the community. Counsels on developments affecting the business community. Reviews and evaluates legislation, pending or proposed, which will have an immediate or future impact on chamber goals and policies, and refers to proper committee, division, or departments for study and future actions.