



CLAXTON-EVANS COUNTY CHAMBER OF COMMERCE

EXECUTIVE DIRECTOR Job Description

The Chamber of Commerce Executive Director is a salaried position that is not based on a forty (40) hour workweek.

Function and Scope: The Chamber of Commerce Executive Director is the Chief Operating Officer of the Chamber of Commerce. The Chamber of Commerce Executive Director is responsible to the Officers and Directors of the Claxton/Evans County Chamber of Commerce. He/She is more directly accountable to the President and the Executive Committee of the Chamber of Commerce.

Responsibilities:

The Chamber of Commerce Executive Director is responsible for identification of Chamber of Commerce and community needs and for the preparation of a Program of Work designed to meet those needs. This involves a constant evaluation of the Program of Work, with recommendations for modification, as needed; a system of measuring progress toward attainment of Program of Work community goals and attendance at all Chamber of Commerce functions. He/She will work with existing businesses and industries in expansion and retention programs.

The Chamber of Commerce Executive Director will be responsible for daily activities, including but not limited to:

- Meeting with Downtown Development Authority (DDA), Industrial Development Authority, (IDA), Magnolia Midlands Travel Association (MMTA), Middle Coastal Unified Development Authority (MCUDA), Chamber of Commerce event committees, city and county elected and appointed officials, community event committees and other designated authorities/boards/committees as requested;
- Assist Industrial Development Authority and Claxton Downtown Development Authority to identify, attract and locate new business and industry into the City of Claxton and Evans County;
- Provide clerical and administrative support for the Industrial Development Authority and the Claxton Downtown Development Authority as may be requested;
- Maintain appropriate contact with state agencies, as well as maintaining updated information on Evans County with state agencies and other related organizations;
- Design and insure maintenance of all marketing materials for the Chamber of Commerce;
- Supervise/insure regular communications are made with Chamber of Commerce membership and oversee membership roster and financial records of dues paid, and

- Review and approve the financial management activities of the Chamber of Commerce, as it pertains to invoicing, monthly Profit and Loss Statements, monthly reconciliation of bank statements, maintaining applicable tax records and reports, and the timely payment of outstanding accounts.

The Chamber of Commerce Executive Director shall assist the Industrial Development Authority (IDA) Director/Chair in coordinating all industrial and economic prospects as requested.

The Chamber of Commerce Executor Director (with assistance from the Chamber Treasurer) is responsible for the research, preparation and presentation of the Chamber of Commerce' annual Operating Budget.

While an Advisor to the Chamber of Commerce' Junior Board of Directors is appointed each year, the Chamber of Commerce Executive Director remains responsible for the preparation of an annual meeting schedule together with monthly curriculum programs; attendance and supervision at meetings as well as supervision of the Junior Board Advisor.

The Chamber of Commerce Executive Director is responsible for researching, planning and scheduling monthly meetings of the Evans County Leadership Evans Program (which occurs every other year), as well as the Leadership Evans Alumni Program. Both of these programs require monthly planning for Agendas, speakers, on-site visits to various locations, notification of meetings and ultimately planning and preparing for graduation ceremonies of the Evans County Leadership Evans Program.

The Chamber of Commerce Executive Director is directly responsible for the supervision of the Chamber of Commerce' Administrative Assistant.

The Chamber of Commerce Executive Director attends at least once per quarter, each municipality governmental meeting and may be required to attend more often if the need arises.

The Chamber of Commerce Executive Director will also be responsible for other duties as assigned by the President/Executive Committee of the Chamber of Commerce.