

COLLEYVILLE AREA CHAMBER OF COMMERCE President's Job Description

The City of Colleyville is in the Dallas Fort Worth Metroplex. It sits just five miles from the DFW Airport, fourteen miles from Fort Worth and twenty-two miles from Dallas. It has a population just over 25,000 residents with an average household income of over \$200,000. It includes award-winning parks, major thoroughfares, and a high-quality education system with the Grapevine-Colleyville ISD serving our students and a multitude of higher education opportunities in the region.

General Function - The President is hired by, and responsible to, the Chamber's Board of Directors, and is responsible for the day-to-day management of all the Chamber's functions and carrying out policies established by the Board through an annual program of work. Strong involvement in and knowledge of Colleyville and/or its surrounding communities is a necessity.

Purpose - To provide executive leadership to the Chamber in the fulfillment of its mission and develop strategies towards a successful and financially stable future.

Accountabilities - Operate within and advance the policies of the Chamber. - Maintain open communication with the Board, work with the Board in the governance of the Chamber and bring issues to the Board in a timely fashion - Member participation - Sponsorship and fundraising - Member and public perceptions of the Chamber - Chamber's fiscal condition - Recruit, hire and train staff; and administer an effective personnel program, which includes job descriptions, performance standards and appraisals, and salary administration - Day-to-day operations of the Chamber, including staffing - Development of the leadership and direction of the officers and Board of Directors

Authority - To expend funds within budget parameters and within policy, consistent with good business practices - To hire, set compensation within budget parameters. establish terms of employment, direct the activities of, evaluate, and terminate employees of the Chamber - To execute contracts on behalf of the Chamber - To give voice to public policies in the public arena

Duties and Responsibilities - Oversee the day-to-day operations of the Chamber, including management of programs, membership, marketing efforts, and events - Work with Chair to prepare agendas and materials for Board and Executive Committee meetings - Develop goals and objectives for recommendation to the Board - Establish administrative policies and procedures for office functions - Serve as the principal spokesperson and ambassador for the Chamber - Represent the Chamber at business/community ribbon cuttings, grand openings, events, meetings, etc. - Build partnerships with City of Colleyville and other organizations - Support the officers of the Chamber - Advise the Chair in the appointment of personnel to committees and task forces - Recruit volunteers - Motivate and inspire volunteers to purposeful action - Manage the Chamber's 501(c)(6) designation - Fulfill the officer and committee responsibilities assigned to the President in the Chamber by- laws - Attend Chamber Board committee meetings and provide staff support to committee efforts - Provide written monthly reports to the Board of Directors along with recommendations - Participate in higher level membership and sponsorship sales - Identify and develop revenue generation programs and events - Maintain an effective Economic Development Program that meets the needs of the membership - Serve as the chief liaison with other chambers of commerce in the region and the State - Oversee organization of the Chamber's annual retreat

Performance Measurement - Attainment of annual objectives and goals developed with the Board - Accountability in maintaining financial stability and overall financial performance - Attraction and retention of members; growth in membership - Member feedback

****ALL APPLICATIONS MUST BE RECEIVED BY December 31, 2017 **** E-mail all resumes to: Timothy P Funderburk
timothy.funderburk@edwardjones.com