



Position Description

Position Title: President/CEO
Reports to: Board of Directors
Salaried Employee: Exempt
Location: Hutchinson, MN

Position Description: The overall tasks of the President are to plan, organize and direct the operations of the Hutchinson Area Chamber of Commerce & Tourism (HACCT) in meeting the organizations mission. This will be achieved by engaging, supporting, and promoting Hutchinson Area Businesses and the community through civic development, legislative affairs, public relations, and other actions.

ROLES & RESPONSIBILITIES:

- The President is the chief paid executive officer and is responsible to the Board of Directors in maximizing HACCT's outcomes. The President acts as the official representative and spokesperson for the HACCT to the public and to its members.
- The President is responsible for HACCT's administrative affairs, financial management, supervision of staff, and coordination of chamber committees and activities.
- The President works closely with staff and the Board of Directors promoting positive working relationships, coordinating operations, and providing leadership through regular day-to-day interactions.
- This position visits with business leaders to keep in close contact with the needs of the Hutchinson area business community.
- The President serves on local boards for which the HACCT has a standing seat.
- The President must be able to deal effectively with people, communicate clearly, and exercise sound judgment in dealing with HACCT business matters.
- Tactful approaches and a flexible attitude are essential to maintain a cohesive and integrated relationship among employees, members, customers, city, and HACCT.

DIRECT RESPONSIBILITIES INCLUDE:

1. Conduct official correspondence and preserve all books, documents, and records for the Corporation as prescribed by the by-laws and records retention policies.
2. Prepare and present an annual budget and annual report to the Board of Directors.
3. Responsible for maintaining financial control of general ledger, payroll, payables, fixed assets, and all budgets to ensure that accurate and timely financial reporting takes place.
4. Develop a strategic plan and an annual business plan with the Board of Directors and staff that addresses needs of the membership.

5. Establish and accomplish short-term and long-range goals and objectives to assure business growth and profitability.
6. Act as a resource person for the Board of Directors and all standing and special committees. Shall be responsible for presenting an agenda for Board of Director meetings.
7. Continually analyze problems facing the Hutchinson area and their effect on the economic life of the community and businesses and then recommend projects and programs to the Board for consideration.
8. Formulate effective sales and marketing policies, strategies, and forecasts based on sales calls information and economic trends.
9. Responsible for coordinating community events to maximize non-membership revenues.
10. Responsible for the direct development and administration of organizational policies.
11. Foster new ideas through discussion with other Chamber of Commerce and Tourism executives, attending seminars and conferences to keep up to date on the latest "industry" developments.
12. Develop staff for self-improvement in their position and use the process of continuous improvement to keep the HACCT and staff progressive.

INDIRECT RESPONSIBILITIES INCLUDE:

1. Represent the HACCT as an observer at community meetings and hearings of various types. Use this attendance as a means of keeping the Board of Directors and committees informed on status of matters of community concern.
2. Assist community activities and groups in accord with HACCT principles and objectives.
3. Responsible for the HACCT and community publications, i.e.: general brochures, tourist information, HACCT newsletter, new releases, social media, etc.

AUTHORITY:

The President/CEO has authority to hire, terminate, train, and supervise a staff adequate to carry out the HACCT'S programs. Responsible also for the direct or indirect administration of all personnel policies and procedures concerning all paid employees, including the status of their employment, their safety, health, training, benefits, compensation, and general behavior.

KNOWLEDGE & SKILLS REQUIRED: *To be qualified for this position, the person must possess a college degree or related experience in non-profit management, business or other related fields. This position also requires excellent communication and listening skills, strong public relations and speaking skills, the ability to understand many aspects of various businesses, and have strong leadership and managerial skills. She/he should also demonstrate a high level of selling skills and the ability to influence business decision makers and staff. The position requires creative planning skills, strong attention to details, and consistent follow through of projects.*