

MONTANA CHAMBER OF COMMERCE

President/CEO

Description Status: Exempt

Responsible to: Board of Directors

Organizational Responsibilities:

Overall strength and viability of Montana Chamber of Commerce.

A. General Health of Organization: Responsible for the success or failure of the Montana Chamber of Commerce. Leads by providing vision and philosophy. Implements Envision 2026, the strategic plan, and operational plans to achieve Envision 2026.

B. Resource Development: Ensures sufficient funds and other resources are in place to meet the ongoing and growing diverse needs of the Montana Chamber.

C. Program Development: Promote awareness of the Montana Chamber, cultivate increased commitment and participation by the membership of the Chamber and work to enhance the service provided to such.

D. Budget and Finance Management: Ensure that all financial planning and resources are wisely developed and managed. Establishes appropriate annual and longer-term financial objectives and manages to consistently achieve these goals.

E. Board of Directors: Work to provide and perform duties which enhance the development and effectiveness of the Montana Chamber Board of Directors. Issues include: Board development, Board information for decision-making purposes, and timely reporting.

Personal Effectiveness:

The President's operating methods which support organizational results.

A. Leadership: Leads the Chamber and sets a philosophy that is well understood, widely supported, consistently applied, and effectively implemented.

B. Membership Satisfaction: Understand and respond actively to the needs of both internal and external constituencies, and instill awareness and commitment to service in others associated with the program.

C. Personnel Management & Development: Provide support and encouragement for employees, creating an environment where productive teamwork is expected and encouraged. This includes efforts to reduce stress and increase job satisfaction, especially with key members of the team.

D. Communications: Serve as chief spokesperson for the Montana Chamber. Written and spoken communications clearly and persuasively presenting the story of the Chamber.

E. Flexibility & Decision Making: Responsive to changing conditions in the organization and marketplace, making changes in the organization and program priorities as appropriate. Create an environment which supports and encourages innovation, responsible risk taking and constructive questioning of the status quo.