



**Job Description:** Executive Director

**Status:** Permanent, Part time position

**Responsible to:** The Board of Directors of the Kenly Area Chamber of Commerce

**Overall Responsibilities:** The Executive Director serves as chief executive and administrative officer of the Chamber and oversees all the functions of the office and the organization.

**Duties and Responsibilities:**

The responsibilities of the Executive Director include, but are not limited to the following tasks:

1. Coordination and implementation of activities of the Chamber's project's committees and task forces
  - The Executive Director is responsible to oversee the coordination of all existing operations of the Chamber which includes but is not limited to: business promotions, website maintenance, social media maintenance.
    - i. Membership Drive – recruit new businesses, maintain records and information important to businesses (such as anniversaries, milestones, social media, promotions, etc), retention and expansion of membership, promotion of members/special events;
    - ii. Member events – assist the committee chair for all member networking, and appreciation events. Set up time line for each event, communicate and assist committee members with venue, event activities, solicit donations for door prizes/giveaways, create “hype”/promotions of event. Ensure the committee operates within budget for each event. Maintain records of committee meetings and finances.
    - iii. Golf Tournament – assist with billing for tee sponsors and collections. Assist committee chairperson as needed.
    - iv. Christmas Festival – assist committee chair on setting timeline, organize volunteers, maintain records of all committee meetings. Ensure event operates within budget.
  - In accordance with By-Laws, the Executive Director organizes meetings, ensures members are notified, and assists the committees/task forces in carrying out the mission of the group;
  - Suggestions and ideas for activities or projects outside the scope of the plan of work which require significant staff time or unbudgeted funds shall require the approval of the Board of Directors;
  - Volunteers are a necessity in the success of the Chamber. The Executive Director and the Chamber Board of Directors shall seek out volunteers with interests and skills applicable to the task at hand; and

Phone 919-284-5510 Fax 919-284-5501  
email: [KACC@embarqmail.com](mailto:KACC@embarqmail.com) P O Box 190, Kenly NC 27542

- Additionally, the Board of Directors holds a strategic planning meeting annually to determine the goals of the organization for the upcoming year and beyond (referred to as the plan of work). The Executive Director will act as the chief coordinator of the plan of work with the assistance of at least one (1) board member per committee, task force or project. The board member will act as a liaison between the board and the committee. Together, the Executive Director and the board liaison will guide the process of completing the projects and/or goals;
- Participate in projects that are promoted by surrounding counties which includes but is not limited to: Wilson, Wayne, Wake, Nash & Johnston.

## **2. Organizational Structure and Procedures**

- The Executive Director shall operate the organization in accordance with By-Laws; and
- The Executive Director is responsible to ensure that proper procedures are utilized, as established by the By-Laws. When the By-Laws do not address a procedure, the Executive Director shall then act in accordance to the Executive Board's direction.

## **3. Monitor Income and Expenditures**

- The Executive Director will oversee multiple streams of income and expenditures;
- The Executive Director, with the assistance and input of the Executive Board and Treasurer, will establish an annual operating budget which must be approved by the BOD.
- The Executive Director shall ensure that payroll taxes are paid and applicable reports filed on time with the appropriate agencies.
- The Executive Director shall ensure that expenditures will be within the scope of the budget unless otherwise approved by the Executive Board;
- The Executive Director shall seek out and receive ideas for additional sources of income; and
- The Executive Director and the Treasurer shall seek out assistance of a professional accountant to ensure proper accounting procedures are being used.

## **4. Maintenance of Membership and Records**

- The Executive Director shall be responsible for establishing programs for membership recruitment and retention;
- Regularly scheduled visits shall be coordinated by the Executive Director on a regular basis. These visits may be carried out by the Executive Director or Board of Directors in order to ascertain membership needs and to maintain positive rapport; and
- A membership database shall be maintained with essential membership information, including but not limited to full business name, owner/manager, mailing and physical addresses, other contact information.

## **5. Maintenance of Office**

- The Executive Director shall be responsible to ensure the office and equipment is maintained appropriately.

## **6. Any assignments deemed appropriate by the Board of Directors.**