

**Executive Director**  
**Waushara Area Chamber of Commerce**

The Executive Director is the Chief Executive Officer of the Waushara Area Chamber of Commerce. The Executive Director reports to the Board of Directors, specifically to the President of the Board, and is responsible for the Chamber's consistent achievement of its mission and financial objectives.

**Specific Responsibilities:**

1. Ensure that the organization has a long-range strategic plan that reflects its mission, and consistently make timely progress toward that mission.
2. Provide leadership in developing programs, organizational and financial plans with the Board of Directors and staff. Carry out plans and policies authorized by the Board.
3. Promote active Board participation by volunteers in all areas of the organization's work.
4. Successfully create, plan, manage, and execute all Chamber events.
5. Maintain official records and documents
6. Ensure compliance with federal, state and local regulations as needed.
7. Maintain a working knowledge of significant developments and trends in the field.
8. Make efforts to attend all meetings related to the WACC and attend the WCCE Annual Fall Conference.
9. Maintain and grow membership through active relationship development (ie. Phone calls and in-person contacts).

**In Communications, the Executive Director will:**

1. See that the Board is kept fully informed on the condition of the organization and important factors influencing it.
2. Publicize the activities of the Chamber, its programs, and goals.
3. Establish sound working relationships and cooperative arrangements with other community groups and organizations.
4. Represent the programs and point of view of the Chamber to agencies, organizations, and the general public.
5. Have a solid understanding of social media, marketing, and other computer skills.

**In relations with the staff, the Executive Director will:**

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
2. Encourage staff and volunteer development and education.
3. Maintain a climate that attracts, keeps, and motivates a diverse staff of top-quality people.

**In budget and finance, the Executive Director will:**

1. Be responsible for developing and maintaining sound financial practices.
2. Work with staff, Finance Committee, and the Board in preparing a budget; and see that the Chamber operates within budget guidelines.
3. Conduct official correspondence as appropriate on behalf of the Chamber.

**Submit cover letter and resume to Recruitment Committee at**  
**wausharachamber@gmail.com**