

**Mosinee Area Chamber of Commerce, Inc. (MACOC)
Executive Director**

The Executive Director is the Chief Administrative Officer and the public face of the Mosinee Area Chamber of Commerce (MACOC) and has overall responsibility for conducting the day-to-day operations of the organization.

The Executive Director answers to the Board of Directors and is responsible for fulfilling the Chamber's purposes as set forth in the Articles of Incorporation, Bylaws and policy decisions of the Board with a very close working relationship with the President to accomplish the following:

- Development of MACOC sponsored Community events
- Budget Development
- Maintain Membership and Growth
- Attend meetings and report upon the viability and progress of the Economic Development Committee
- Liaison with MACOC Members, Members of the Community and Elected Representatives, Allies and Media
- Personnel Management
- Marketing/Advertising
- Delegate to the MACOC staff as necessary to accomplish these tasks and responsibilities.

PRIMARY RESPONSIBILITIES: MEMBERSHIP DEVELOPMENT & SUPPORT

Membership Development:

- A. Maintain a package of current information for use in promoting chamber membership.
- B. Make personal contact with existing and new businesses or organizations in the Mosinee Area and maintaining a file of prospective new member businesses.
- C. Plan, coordinate, and assist in an annual membership campaign.
- D. Ensure that members are receiving a return on their MACOC investment.

Membership Maintenance:

- A. Contact MACOC members bi-annually or more regarding benefits of their membership or questions about their membership.
- B. Ensure that programs are provided to all MACOC members during the year.
- C. Survey the membership for their views and present them to the Board of Directors or proper committees for consideration.
- D. Write, publish and distribute communications to membership.
- E. Oversee the MACOC web site and social media outlets to ensure information is current and communicated appropriately and within a timely manner.

SECONDARY RESPONSIBILITIES: GENERAL OFFICE OPERATIONS

Administrative Management:

- A. Maintain the office appearance and decorum.
- B. Prepare all official correspondence of the organization.
- C. Oversee and preserve the books, documents, communications and records.
- D. Preparing an Executive Director report to present at the Board meeting and agenda for Board of Directors meetings with the assistance of the president.
- E. Provide training and direction to new Board members and assist new officers in transition between administrations.
- F. Effectively utilizing time.
- G. Oversee or complete daily deposits and records.
- H. Correspond to messages and mail that needs Executive Director attention in a timely manner.
- I. Oversee accounts payable and receivable.
- J. Attend Committee meetings.
- K. Attend and prepare reports for Board Meetings.

Human Resource Management:

- A. General supervision, payroll and evaluation of employees.
- B. Carry out the hire, firing and any disciplinary action of employees as directed by the Board.

Financial Management:

- A. Reviewing all bills for accuracy and presenting it to the board for review and approval.
- B. Assist in preparing the annual budget.
- C. Solicit bids for purchase of goods and/or services in excess of \$500.00 and making purchases in accordance to Board's guidelines.
- D. Review with the Board of Directors the dues schedule on an annual basis.
- E. Fundraise for and at events.

Communications and Public Relations:

- A. Maintain open relations among locally elected officials, civic organizations and the business community.
- B. Maintain relationships with the media and ensure timely responses to media inquiries.
- C. Give presentations to community groups and organizations.
- D. Attend SABA Meetings and any other club meetings that we are members of.

Program Planning and Coordination:

- A. Oversee and coordinate MACOC events and programs with direction from the Board.
- B. Keep the Board informed of MACOC and community activities and issues.

Government Affairs:

- A. Develop and maintain contacts and relationships with appointed and elected officials of government.
- B. Attend city council, county commission, and other governmental agency meetings as appropriate.
- C. Develop and maintain a collaborative working relationship with local government entities.

Advisory and Consulting:

- A. Keep informed of community developments of interest to the business community and recommending MACOC action.
- B. Assist the officers, Board, and committees to best present the MACOC's position on issues.

Tourism Promotion and Oversight:

- A. Oversee a creative and effective tourism promotion program for Mosinee.
- B. Keep all books and records associated with tourism promotion.

Personal Qualities/Improvement:

- A. The Executive Director is the public face of the Chamber, even during non-working hours, and must at all times uphold the dignity and integrity of the organization.
- B. The Executive Director is strongly encouraged to participate in the activities to benefit the growth of the Chamber by working to improve personal knowledge of chamber management through attending workshops and courses.