

President & CEO Job Description **Guelph Chamber of Commerce**

Position: President & Chief Executive Officer (CEO)
Reports to: The Board of Directors (Board)

Overview:

Working in collaboration with the Chair, Executive Committee, and Board of Directors, the President & CEO will be responsible for the overall operational performance of the organization and team, while ensuring compliance with Chamber bylaws, Board policies, and applicable regulations for federally designated not-for-profit corporations.

Responsibilities

Strategic Direction:

- Strategic planning and action plan implementation, including facilitating and refreshing the strategic plan and successful implementation of the vision, mission and values.
- Work with the Board and staff to identify current and future challenges and opportunities, developing plans to respond and evaluate effectiveness and progress toward goals.
- Actively seek out diverse opinions and perspectives to inform actions, decisions, and initiatives.
- Monitor organizational key performance indicators (KPIs) to track progress and success.

Board and Executive Committee Relations:

- Build and maintain strong relationships and open communication with the Executive Committee and the Board, maintaining regular communication with Board members.
- Maximize and leverage strong Board relationships.
- Collaborate and provide counsel to the Board and committees regarding public policy, programs, and other key initiatives.
- Attend and participate in Executive Committee and Board meetings.
- In collaboration with the Board Chair, develop the agendas for the Executive Committee and Board meetings.
- Monitor, enforce, and evaluate risk management policies and procedures to ensure that organizational risks are minimized.

Finance:

- Provide vision and management regarding overall financial health of the organization. Ensure fiscal soundness, transparency, and a balanced budget.
- Prepare budgets based on a solid financial analysis of the organization with input from staff and the Board.
- Exercise signing authority as assigned by the Board on expenditure approval, cheques, contracts, and agreements.
- Oversee the contract and full-time staff to ensure accurate and timely delivery of financial information, payroll, and all accounting functions.

Community Leadership and Membership:

- Champion the Chamber as the leading business association in the community to advance the organization's strategic plan and revenue targets.

- Serve as a community leader, collaborator, and alliance builder to support a vibrant economic environment and high quality of life for business and the community at-large.
- Build and maintain close ties with key stakeholders, including community and business groups, and government officials while communicating effectively on issues affecting the business community.
- Maintain and build strong relationships with stakeholders across the province, in both the public and private sector, to build and support coalitions consistent with the Chamber's overall mission and priorities.
- Ensure that the business community's perspective and interests are represented on external committees.
- Support membership growth and retention by ensuring the value proposition to join the Chamber is consistently marketed, relevant, attractive, and continually developing.
- Ensure members are provided with relevant, timely, and engaging events fostering a strong value proposition for membership.
- Clearly communicate the membership value to current and prospective members through presentations, meetings, phone calls, and sales pitches.

Economic Development:

- Contribute to the development and expansion of vibrant, innovative, and inclusive local economic prosperity in collaboration with pertinent stakeholders.
- Oversee the Destination Marketing Guelph (DMG) initiative, including managing the DMG team, budget, and overall strategy.
- Work with municipal and community partners to contribute to new business growth, support development of existing businesses, and support efforts to attract a diverse and highly talented workforce to the region.

Advocacy:

- Advance, monitor, and communicate the Chamber's non-partisan advocacy priorities.
- Be the primary public spokesperson for the organization and its members, including speaking and presenting publicly on issues that affect the Chamber and its members.
- Review, evaluate, and influence, when possible, government policies and legislation, which will have an impact on businesses and the community at-large.
- Build and maintain strong working relationships with elected and non-elected officials at all levels of government.

Human Resources:

- Attract and retain highly competent staff through a positive, collaborative, and inclusive work culture that promotes professional development opportunities.
- Support and foster a culture that creates positive employee morale, well-being, and high performance from employees.

Year One Critical Goals:

- Advance the strategic plan and oversee the next strategic planning process, developing measurable goals, and quantifiable impact.
- Develop key community relationships and build member confidence.
- Advance the Chamber's advocacy priorities.
- Build a comprehensive understanding of the budget and organizational KPIs.