

The Chamber of Southern Saratoga County, Inc

Specific Responsibilities of the President

I. General Operations

- Prepare the annual operating plan for Board approval; implement tactics and initiatives to achieve plan goals; monitor and make corrections as necessary.
- Develop and oversee a marketing and public relations program.
- Network and collaborate with public officials and business leaders to create strategic alliances and partnerships.

II. Board Relations

- Working with the Board, develop a strong strategic process and plan.
- Assist with board development: identification, cultivation, recruitment and education.
- Regularly provide operational and strategic information as well as analysis of the information.

III. Membership, Recruitment and Retention

- Regularly assess the members' needs and deliver services according those needs.
- Assure a program for the measurement, monitoring and the continuous improvement of services and operations.

IV. Community Relations

- Serve as the Chamber's primary spokesperson.
- Establish positive working relationships with others to improve the organization's capacity to lead and generate solutions to local and regional challenges and opportunities.

V. Staff Recruitment and Retention

- Create and oversee, in collaboration with the Board, a competitive staff salary and benefit program.

VI. Financial Management

- Prepare, for Board approval, the annual operating and capital budgets.
- Assure that the Chamber is in compliance with all local, state and federal laws, regulations and reporting requirements; including maintenance of appropriate data and records.
- Communicate and coordinate financial matters with the Board.
- Provide the Board with regular analysis of financial trends and projections; recommend responses and strategies.