



Job Description – *Chief Executive Officer* CAMPBELL RIVER CHAMBER OF COMMERCE

General Description

The *Chief Executive Officer* (“*CEO*”) is the Chief Executive and Operating Officer of the *Campbell River Chamber of Commerce* (“*Chamber*”). As stipulated in the *Chamber’s* By-laws the *CEO* is fully responsible and accountable to *Chamber’s Board of Directors* (“*Board*”) for all operations of the *Chamber* and for operating within Board approved *Chamber* policy, business/financial/communication/marketing/human resources plans and budgets.

Reporting Relationship

The *CEO* reports solely and only to the *Board*.

Specific Responsibilities and Accountabilities

Strategic Direction and Policies:

- Prepares strategic directions and policies, in collaboration with, and under the direction of the *Board*.
- Implements approved *Board* strategic directions and policies.
- Ensures full and complete *Chamber* compliance with all applicable laws, by-laws, statutes and government regulations; including, for example, but not restricted to: the federal Board of Trade Act, under which the *Chamber* is chartered and governed; Employment Standards; and Occupational Health and Safety regulations; etc.
- Shall assist the *Board* in interpreting all such laws and regulations, etc, under appropriate advice from the *Chamber’s* solicitors, as and when required.
- Is (ex-officio) a non-voting member of, and Secretary to, the *Board*.
- Will similarly perform this function as a non voting member *Board* representative to all committees, sub-committees, Divisions and Task Forces approved by the *Board*, as well as represent these groups to the Board if no other such volunteer representative is appointed, or is present.
- Administers any and all operations fully within the scope of the Chamber’s By-laws.

Operations:

- Develops and manages the business and financial affairs, which implement the *Board's* strategic plan, within parameters and guidelines set by the *Board*.
- Monitors program and financial performance and prepares summaries for the *Board*.
- Ensures proper stewardship of all of the *Chamber's* assets and facilities.
- Shall oversee all *Chamber* operations.

Budget:

- Prepares annual financial and business plans for *Board* approval.
- Ensures *Chamber* generally operates within *Board* approved budget and obtains *Board* approval for substantive budget variances, i.e. any variance in unfunded expenses in excess of \$1,000 per month per element, or \$5,000 in year to date aggregate.
- Supervises and provides feedback to *Board* on all Committee/Division/Task Force budgets, if any.

Personnel:

- It is critical to note and fully understand that the *CEO is the sole and only employee of the Board*. All other employees are employees of, and report only and solely to the *CEO*, unless and until he/she directs them otherwise to make specific reports to the *Board*.
- While it is generally understood that the *CEO may* delegate specific tasks and authority under this job description at any time at his/her sole discretion without reference back to the *Board* to any member(s) of his/her staff, as he/she deems appropriate from time to time; he/she remains fully accountable and responsible to the *Board* for all such tasks and authority so delegated, and particularly for any outcomes deriving therefrom.
- Determines appropriate level of staffing required achieving *Chamber* objectives, as approved by the *Board*, and the applicable organization structure, subject to budget controls approved, by the *Board*, as above.
- Is responsible for all staff recruitment, selection, training, supervision, evaluation, reporting relationships, remuneration, including benefit entitlement, and disciplinary action pertaining to any employees, up to and including termination, if /when so required.
- Is responsible for administration of all Human Resources Policies prescribed by the *Board*.
- Notwithstanding the foregoing, outside of matters of policy, the ultimate decisions in any personnel issues are to be made by the *CEO alone*, under full accountability and responsibility to the *Board*, as to any outcomes.

Communications:

- Provides support for all *Board* and any other *Chamber* communications with the public, as well as any to members.
- Acts as spokesperson for the *Chamber* on public policy positions and Municipal, Federal and Provincial advocacy positions, as approved by the *Board*, or any other

matters of public interest, where either the Chair or Chair-elect of the *Chamber* are not immediately available; or if the nature of any request for a public position may require a more immediate response, or may otherwise may be more prudent or expeditious for the *CEO* to respond directly. In exercising this discretion, the *CEO* is fully accountable and responsible to the *Board* that the views expressed are in alignment with *Board* approved positions.

- Maintains positive relationships within the *Chamber*, its members, *Chamber* affiliates, and various levels of government, media, business community and indeed the broader community in the Campbell River economic region.
- Represents the *Chamber*, when appropriate, at the British Columbia and Canadian Chambers of Commerce. This will include personal membership, and active participation in, such professional organizations as the Chamber Executives of British Columbia.
- Ensures *Chamber* appropriate representation, at any and all public events whereby in the *CEO*'s judgement, or when so directed by the *Board*, as voiced by the *Chair*, that a *Chamber* presence is desirable.
- Responsible for overseeing any and all communication from the *Chamber* on any matter; including, but not limited to, all speeches by officers, all media releases, all publications and marketing materials.

Volunteer Management:

- Assists the *Board* and all Committees/Divisions/Task Forces in the recruitment and management of appropriate volunteers, as well as *Chamber* representation on similar sub-groups of the British Columbia & Canadian Chambers, as well as any municipal government committees and any other parties seeking consultation, input and/or representation from the *Chamber*.
- Assists in the defining volunteer roles.
- Provides ongoing input, consultation, and support to *Board* and committee volunteers on a regular basis, particularly, but not limited to, any matters of governance and compliance.