

JOB EVALUATION

Date: January 16, 2004
Position Title: President
Reports to: Chair, Executive Committee

Instructions:

Listed below are the primary responsibilities of your job. They are evaluated on a scale of 1-5.

- 1 - Outstanding: Excellent performance that far exceeds the job's requirements.
- 2 - Exceeds Standards: Above average performance that exceeds the job's requirements.
- 3 - Meets Standards: Acceptable performance that meets the job's requirements.
- 4 - Below Standard: Minimally acceptable performance that meets some of the job requirements.
- 5 - Unsatisfactory: Unacceptable performance that does not meet the job's requirements.

Primary Responsibilities:

- Works directly with the Chair of each Board in setting direction and determining annual work program.
- Monitors progress of the plan of action, staff, and committees.
- Presides over meetings of staff.
- Delivers monthly progress reports to the Executive Committee and Board of Directors.
- Conducts employee evaluations.
- Serves as media spokesman for the Chamber in absence of Chair or in regard to minor inquiries.
- Interprets policy.
- Recommends annual budget and constantly monitors financial position.
- Develops sources of non-dues revenues.
- Monitors membership recruitment/retention efforts.
- Functions as primary representative before groups/associations, etc.
- Acts as editor in chief for all publications.
- Motivates and recruits volunteers.
- Develops yearly marketing plans.
- Encourages long range planning.
- Staffs the organization.
- Governs upkeep of quarters
- Committee assignments:
 - 1. Executive Committee
 - 2. Board of Directors
 - 3. Finance/Budget Committee
 - 4. Nomination Committee
 - 5. Policy Committee
- Other duties as required.

Qualifications/Skills Required:

- Professional Appearance
- Flexibility
- Initiative
- Judgement
- Relationships (with members, staff, management, and others)
- Attendance

Summary of Position: Chief administrative executive ultimately responsible for the total operations of the Chamber of Commerce. Serves as the primary staff point of contact for the officers, Executive Committee, Board of Directors, and members.

Overall Performance Appraisal:

Employee's Comments:

Employee's Signature: _____

Supervisor's Signature: _____

Date Signed: _____

JOB DESCRIPTION

Date: January 16, 2004

Position Title: Senior Vice President/CFO
Reports To: President/CEO

Summary of Position: Serves as direct advisor to President. Maintain/manage financial information for all divisions (check book balances, savings accounts, CD's, loans/notes, money markets, etc...). Maintains technical equipment and materials. Maintains adequate office supplies and materials. Signs off on purchase orders when necessary. Coordinates with President to maintain up-to-date personnel files.

Primary Responsibilities

- Financial management of the accounts of the Montgomery County Chamber of Commerce and others as directed.
- Track and collect reimbursements to Chamber from all sources. This includes coding and data entry of all receipts to the correct account. Data entry and other arrangements that are necessary on disbursements.
- Ensures that all taxes are properly recorded and filed on time.
- Mails all invoices that are generated for the Chamber membership.
- Does individual billing when necessary, including billing for special events.
- Prepares correspondence on employee benefits/issues.
- Prepares payroll information through Chamber accountant/service or performs payroll functions in-house (checks, tax deposits, quarterly and annual reports).
- Maintains other records such as personnel, retirement, salaries, workmen's compensation, equipment purchases and leases.
- Monitors employee vacation, sick, comp and other types of leave with approval from President.
- Make recommendations pertaining to financial matters/issues for approval by President.
- Coordinates with auditors/accountants, reviews completed financial reports and audit.
- Maintains and updates computer equipment and software upon approval by President.
- Maintains primary member financial records.
- Arranges for repair/maintenance of building and equipment.
- Maintains all general supplies at an adequate level and approves general office supply purchases.
- Prepares meeting notices, minutes, and makes reminder calls for each of the following committees:
 1. Board of Directors
 2. Executive Committee

Committee Assignment(s):

1. Board of Directors
 2. Executive Committee
 3. Finance and Budget Committee
 4. Leadership NRV
- Other duties as required.

Qualifications/Skills Required:

- Financial/Bookkeeping experience
- Chamber of Commerce experience preferred
- Working knowledge of non-profit organizations
- Computer data base knowledge & typing skills
- Professional appearance
- 2 yrs. College preferred in Gen. Business or related field

**This is an EXEMPT position
Longer work hours are required in some cases without extra compensation.**

Employee's
Signature: _____ Date: _____

Supervisor's Signature: _____

JOB DESCRIPTION

Date: January 16, 2004

Position Title: Membership Services Coordinator

Reports To: President/CEO

Summary of Position: Plan, coordinate, implement, direct, and conduct activities to sustain and increase the Chamber's membership, especially as directed by the Membership Task Force, President, and Executive Committee. Coordinate all committee functions.

Primary Responsibilities:

- Responsible for "in house" sales.
- Coordinates retention activities.
- Functions as liaison between Membership Sales Coordinator, Chamber members and staff; receives written reports.
- Conducts membership development programs as directed, including Annual Membership Drive and Retention Campaign as needed.
- Plan, direct, and coordinate member functions, such as Business After Hours (Mixers), Ribbon Cuttings/Grand Openings and other special events as directed.
- Coordinates new member orientation activities for the Chamber.
- Encourages membership participation in Chamber events and on Committees.
- Provides member information as requested with President approval.
- Updates Chamber membership database as needed.
- Provides information for inclusion in Chamber's newsletter/magazine, Monday Morning Comments and others as directed.
- Make membership recommendations to President.
- Primary staff contact for all Committee communications (to include subcommittees and associated duties with each).
- Other duties as required.

Qualifications/Skills Required:

- Good telephone techniques
- Computer knowledge/typing skills
- Personable
- Professional appearance
- Working knowledge of Chamber activities
- Working knowledge of business community
- Working knowledge of Montgomery County
- At least two years of college business courses preferred or Chamber experience in marketing, public relations or similar field
- Ability to coordinate multiple activities
- Detail oriented, and well organized

**This is an EXEMPT position
Longer work hours are required in some cases without extra compensation.**

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____

JOB DESCRIPTION

Date: January 16, 2004

Position Title: Receptionist/Office Assistant

Reports To: President, Senior Vice President/CFO

Summary of Position: Manage the activities related to requests for information concerning the community and the surrounding area, and serves as primary contact for incoming telephone calls.

Primary Responsibilities:

- Primary telephone contact.
- Greets visitors and provides them with needed brochures, maps and other information...or directs them to the correct staff person
- Types various correspondence on an as needed basis.
- Mails requested information to prospective newcomers and visitors who have called or written.
- Keeps record of dates requested, name, address, information asked for, and date sent and initials of sender.
- Receives all inquiries pertaining to the community calendar; records events, or coordinates events to avoid conflict with community activities.
- Compiles information for information lists. Types, edits and copies, as requested.
- Keeps official chamber calendar including meeting room requests and assignments.
- Writes for replacement brochures before supply is depleted.
- Maintains list of other Welcome Centers/Visitor Information Centers.
- Keeps record of dates when brochures are requested and received.
- Supplies brochures to other Welcome Centers/Visitor Information Centers. Records dates and places sent.
- Fills requests for student information.
- Makes periodic visits to observe and assist with operations in other Welcome Centers/Visitor Information Centers.
- Discards outdated brochures/materials.
- Keeps reception area in an orderly fashion.
- Assists with mailing for Chamber of Commerce.
- Provides referrals from Chamber Membership lists.
- Sells tickets to community events and maintains record of money received/tickets sold.
- Other duties as required

Qualification/Skills Required:

- Working knowledge of Blacksburg, Christiansburg, Montgomery County and the State of Virginia
- Customer contact experience
- Professional appearance
- Typist (30 WPM minimum)
- Excellent telephone skills
- Computer knowledge

Employee's Signature: _____

Supervisor's Signature: _____

Date Signed: _____

JOB EVALUATION

Date: January 16, 2004

Position Title: Special Events & Administrative Coordinator
Reports To: President/CEO

Instructions:

Listed below are the primary responsibilities of your job. They are evaluated on a scale of 1-5.

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- 4 - Below Standard: Minimally acceptable performance that meets some of the job requirements.
- 5 - Unsatisfactory: Unacceptable performance that does not meet the job's requirements.

Primary Responsibilities:

- Prepares draft Chamber newsletter.
- Updates and maintains directories
- Updates data/information sheets
- Responsible for maintaining media contacts and mailing lists.
- Coordinates the production and printing of Chamber publications, all brochures and booklets, both promotional and informational materials.
- Drafts press releases to promote economic/community development.
- Coordinates media coverage of major events, including ribbon cuttings.
- Serves as secondary telephone contact.
- Plans, directs, and coordinates special events as directed, such as the Annual Banquet, Mountains of Misery, Wilderness Trail Festival, Small Business Gala, Education Career Fair, and others as directed.
- Maintains files for above events/committees and the President.
- Drafts letters and answers correspondence for President and CFO as directed.
- Custodian of central files.
- Maintain information on the following:
 - Calendar of Events
 - Contacts Listing
 - General County/State Information
 - Other Statistical Information
- Staffs meetings for special events and functions.
- Maintains newspaper file.
- Coordinates events/reports in conjunction with the Annual Dinner
- Updates Annual Report
- Keep minutes of staff meetings/circulates reader file.
- Other duties as required

Qualifications/Skills Required:

- Professional Appearance
- Flexibility
- Initiative
- Judgement
- Relationships(with staff, management, and others)
- Attendance

Summary of Position: This position is designed to assist the President of the Montgomery County Chamber of Commerce, along with the Chamber Officers, and Board of Directors. Works with Chamber in pursuing, securing, updating, tracking, coordinating, comparing, promoting, and distributing information/data on our various activities.

Overall Performance Appraisal:

Employee's Comments:

Employee's Signature: _____

Supervisor's Signature: _____

Date Signed: _____

JOB DESCRIPTION

Date: January 16, 2004
Position Title: Membership & Communications Vice President
Reports To: President/CEO

Summary of Position: This position is designed to assist the President of the Montgomery County Chamber of Commerce, along with the Chamber Officers, and Board of Directors in communicating the Chamber's message to the public and its membership. The position works in pursuing, securing, updating, tracking, coordinating, comparing, promoting, and distributing information/data on our various activities. Implement, direct, and conduct activities to increase and sustain the Chamber's membership, especially as directed by the President.

Primary Responsibilities:

- Oversees preparation/distribution of weekly Chamber update *Biz Buzz!*.
- Oversees publishing of monthly/quarterly Chamber newsletter.
- Oversees completion/ mailing of newsletter.
- Oversees the production and printing of Chamber publications, all brochures and booklets, both promotional and informational materials.
- Sells advertising/sponsorships to offset costs of publications.
- Drafts press releases to promote the Chamber/tourism/economic/community development.
- Oversees media coverage of major events.
- Staffs meetings for special events and functions.
- Updates Annual Report
- Responsible for all membership sales other than "in house" sales.
- Coordinates retention activities and contacts delinquent memberships as directed.
- Assists in membership benefit functions, such as Business after hours and Ribbon Cuttings/Grand Openings.
- Assists in membership drive if necessary.
- Assists in new member orientation activities for the Chamber.
- Encourages membership participation in Chamber events and on committees.
- Prepares written reports when needed.
- Makes membership recommendations to President.
- Attends committee meetings to inform non-members of their activities.
- Prepares follow up correspondence for new members.
- Other duties as required.

Qualifications/Skills Required:

- Computer knowledge/typing skills
- Knowledge of computer graphics, layout techniques, photography and editorial skills
- Sales experience/skills
- Working knowledge of Chamber activities
- Working knowledge of Montgomery County & business community
- Knowledge of local, state, and federal government
- Organizational knowledge
- Public speaking/presentation skills
- College degree in Business, Journalism, or related field preferred
- Personable
- Professional appearance

**This is an EXEMPT position
Longer work hours are required in some cases without extra compensation.**

Employee's Signature: _____ Date : _____

Supervisor's Signature: _____