



## **Tewksbury Business Association Job Description for Executive Director**

### **I. JOB DESCRIPTION**

The Tewksbury Business Association is a duly recorded 501(c) 6 not-for-profit Corporation, subtype: membership association. The Vice Chairman is the chief executive officer, providing leadership and direction to the Board of Directors. The Vice Chairman is responsible for managing all aspects of the corporation, implementing the policies of the Board of Directors, directing all employees, and administering the approved budget. The Vice Chairman act s in accordance with the policies, procedures and bylaws of the, the Program of Work and the Annual budget. The overall task of the Vice Chairman is to plan, organize and direct the operations of the Association in such a way as to insure the necessary investment, in terms of both manpower and money, to enable the Association to carry out its basic mission of economic, community and area development.

The Vice Chairman represents the Association, its Board of Directors and the community. The Vice Chairman is the Association's principle spokesperson and is expected to interact closely and effectively with business representatives, agencies, elected officials, volunteers, community leaders and media. The Vice Chairman must be capable of directing successful programs in the areas of membership growth, public affairs, and serve as a political liaison without appearing partisan. The candidate should also be an extraordinary diplomat who is a visionary with strong social and communication skills.

The Vice Chairman is expected to be the organization's expert in Association matters. The Vice Chairman serves at the discretion of and with guidance from the Chairman and the convened Board of Directors. The Chairman of the Board is the immediate supervisor of the position and will ultimately be responsible to instruct and evaluate the duties of the Executive Director.

### **II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

The Vice Chairman is responsible for the orderly flow of and the requirements to conduct Association business. Duties include but are not limited to:

#### **JOB RESPONSIBILITIES:**

1. Reports directly to the Chairman and receives policy guidance from the Executive Committee and Board of Directors.
2. Sits as a non-voting member of the Board of Directors, Executive Committee and all committees. Assumes primary responsibility for management and supervision of all meetings of the Board of Directors and Executive Committee. Act as chief staff advisor to all Association committees.
3. Causes to be prepared and distributed the notices, agendas, minutes and supporting documents for meetings of the Board of Directors and Committees.
4. Ensure that Association policy, as established by the Board, is properly recorded in minutes and indexes in Bylaws, Policy and Procedures Manuals and other documents. Assist the Board, Committees, members and the staff with interpretation of policy in relation to any given question or program.

5. Assist the Chairman of the Board of Directors in preparation of statements of Association position on public issues, and with the Chairman, act as the chief official spokesman of the Association and of the business community.

6. Works effectively with the Board. Provides leadership, training, and input to the Board.

7. Oversee development and implementation, continuity and consistency of a definite Program of Work that will channel resources of the organization toward specific objectives. Responsible for identification of Association, member and community needs and for the recommendation of Association and community programs to meet these needs.

This involves a constant evaluation of the program, anticipation of emerging and long range issues and a system of measuring progress toward attainment of program and community goals. Responsible for administration of the approved program of work in accordance with the policies of the Board of Directors.

8. Lead the Association in developing and implementing policies and procedures that focus on member and visitor service and marketing of the community.

9. Communicates effectively to all staff, members, Board members, and members of the community. Responsible to see that organizational and business concerns are communicated regularly and effectively to all parties concerned. Establishes relationships with all interested parties. Works with state, federal, city, and county legislators to communicate and lobby for the needs of the community and Association members. Reports to the Board regarding special events or circumstances affecting the Association membership and directs appropriate Association response. Participates in Association activities to promote and enhance the image and relationship of the Association with all groups and parties in the community. Studies governmental affairs; i.e.: legislation, taxation and other fiscal matters to determine effect on community interests, and makes recommendations based on organizational policy.

10. In consultation with the Board of Directors and Executive Committee, plans long range policies for achievement of Association goals. Reviews proposals or projects originating in committees or elsewhere and recommends proper committee assignment. Places on Board and/or Executive Committee agendas such proposals or projects with recommendations. Upon approval, works with committees on work procedures and goals. Coordinates work of all Councils, Committees, Divisions, and/or Departments.

11. Shall assemble data and cause to be prepared reports and publications in support of the programs of the Association.

12. Creates and monitors the organization structure, operating systems, purchasing standards, budget controls and personnel performance standards, as approved by the Executive Committee.

13. Oversees membership programs to ensure a steady growth in income and services; review the applications of new members; creates membership promotional activities and materials; in coordination with the Member Services Committee Chair. Motivate members to support-personally and financially-an aggressive Association program. Analyze and interpret the needs of members and recommend revisions in the program of work to improve service and assistance to make membership more valuable. Entertain suggestions, proposals, and requests from the members and translate them into action consistent with the fundamental objectives and policies of the Association. Render such personal service to members as the occasion may require and time may allow. Directs the keeping of proper financial record for members, including proper billing, recording of dues. Directs maintenance of all current membership files. Prepares and maintains reports concerning membership and finance for Association officers and directors. Handles all correspondence to members regarding membership information.

14. Administers contact with the Town of Tewksbury Business Association for operation of such programs as the Visitors Bureau, Marketing & Economic Development and any other contracts which shall be approved by the Board of Directors. Tracks statistics of Association functions. (i.e., visitors, telephone calls, membership activity, etc.). Prepares reports of activities as necessary and as required by contract.

15. Oversees and manages the Fiscal resources of the organization. Assures adequate records of all transactions and correspondence are maintained for review by auditors, the Board, or other officials or agencies. Works with the Treasurer to establish the annual operating budget. Oversees all expenditures in accordance with budget. Ensures good office practices are used for Accounts Receivable and Payable. Seeks maximum staff efficiency in all financial procedures.

16. Monitors the overall program of the Association to assure conformance with Association bylaws and to the policies of the Board of Directors, assures the organization's compliance with applicable laws and regulations, studies issues and trends to identify opportunities or problems for local business, and recommends related action to the Chairman and Executive Committee.

17. Publishes newsletters, brochures, websites and collateral materials which market Tewksbury Business Association and promote a more knowledgeable business community; influences public opinion regarding issues which impact the business community; maintains media relations to foster a favorable image for Tewksbury Business Association and the Association; serves as a public spokesman in keeping with the issues and policies approved by the Chairman, Executive Committee and Board of Directors.

18. Represents the Association at City Council/Planning Commission meetings and other public functions; serves as liaison with the Town Administration for implementation of Association policies, programs and contracts. Also participates in regional groups concerned with economic development, tourism and other pertinent subjects.

19. Responsible for maintenance of all Association facilities and equipment. Orders, maintains and accounts for all supplies, repairs and equipment

20. Organizes monthly Mixers. Coordinates staff support for all Association events. Works with Event Committee chair(s).

21. Ensures that business referrals are made to Association members first, in accordance with Association policy.

### **III. SUPERVISORY RESPONSIBILITIES**

Responsible for the employment of all staff personnel, the assignment of their duties, the supervision of their work, and the establishment - within the framework of the approved budget-of the terms of their employment. As indicated by the program of work, create such positions as are needed to implement the program. Develop and conduct continuing on-the-job training programs and ensure participation in professional conferences, seminars and institutes as are needed to develop and maintain operation at peak efficiency. Create working conditions that are conducive to maximum performance and employee morale.

### **IV. PUBLIC CONTACT**

The Vice Chairman is the Association's official staff representative and, along with the Chairman, the official Association spokesperson. The Vice Chairman may be called upon to give media interviews, presentations to organizations of all kinds and is expected to be prepared to address the membership, the Board and others at all times. The Vice Chairman is expected to:

- Make regular visits to Association members and potential members.

- Greet visitors and residents, visiting dignitaries, tour groups and the like.
- Take care to present a professional appearance and demeanor at all times.
- Through personal contacts with key community leaders, help share the Association with the community.
- Relate Association activities to other groups, citing improvements in the commercial, industrial and civic life of the community.
- Represent the Association in meetings of local, state and national organizations.
- Constantly strive to develop a better public understanding of the purpose and functions of the organization.
- Demonstrate leadership in the community through involvement and participation.
- Responsible to see that organizational brochures, newsletters, and electronic communication are accurate, timely, and reflective of the organizational views.
- Provide and promote opportunities for public forums or input.

## **V. TRAVEL**

Some travel is necessary, although most of the travel required is local. Submit a travel claim monthly to be reimbursed for mileage expenses.

## **VI. COMPENSATION**

Salary is determined and set by the Board of Directors or The Chairman.

## **VII. PHYSICAL REQUIREMENTS**

- a. Must be able to operate a motor vehicle.
- b. The position requires the ability to lift objects (supplies, displays, equipment) with weights of 50-75 pounds.
- c. The position requires the ability to sit about 60%, stand 20%, and walk 20% of the workday.
- d. The position requires physical stamina to function for 1+ hour days.

## **VIII. PERFORMANCE CRITERIA**

Will be measured by the effectiveness with which the Tewksbury Business Association carries out its Program of Work and the leadership provided to the Association and the community.