

CARTHAGE AREA CHAMBER OF COMMERCE
EXECUTIVE DIRECTOR POSITION

Daily: Open mail, respond to emails, do any banking needed and record any money that has come in. tend to any business from the mail, work on obtaining new members, record all financial transactions in QuickBooks; update social media info

Weekly: Update any membership info; email blasts regarding area events coming up (2X weekly) also update Facebook with pertinent information; change the yellow sign wording as needed; solicit any information for events coming up for membership

Monthly: prepare, mail and email the newsletter; arrange for and promote the Business After Hours events and attend same; prepare for the Board meeting; preparation of financial reports to be included in the meeting packets; attendance at BOD meeting and take minutes; transcribe minutes, follow up on any business resulting from meetings

Events: coordinate and planning of all events along with the Board members involved; solicit sponsorships for the events; all aspects of advertising and promotion; live TV and radio interviews when necessary; reservations, prizes, obtaining proper permissions, etc. and attendance at all events to insure all is in order

CDBG: Disseminate application forms for grant; receive applications from prospective recipients; ensure that all documentation is received, after complete application is received give to Michelle Capone at DANC in Watertown to continue to process.

Communication: email and social media daily, weekly and whenever necessary; respond promptly to all inquiries, issues, etc.

Annually: prepare invoices for membership renewals and annual sponsorship renewals and mail to the appropriate persons. Continually work on soliciting new members and make periodic visits to prospective new members. Arrange for and train summer intern or volunteers throughout the year; work with the Finance Committee on the budget process; input the budget into QB; prepare the ballots for the election or re-election of board members and mail them out to the membership; update the board roster as needed with new pertinent information; work on renewal of web page ads and street banners.

Other duties: continually look for ways to save money for the Chamber and to work as efficiently as possible, and to look for new ways to obtain income

An annual review will be conducted by the President and board designees.