



CEO
Qualicum Beach Chamber of Commerce

The Qualicum Beach Chamber of Commerce has an opportunity for the position of CEO.

Reporting to the Chair of the Board of Directors, the CEO is responsible for managing the day to day operations of all aspects the Chamber of Commerce and Visitor Centre.

The successful candidate will be a strong communicator and have experience in community/member engagement. They will be an open minded, articulate individual that is highly-motivated, and will build bridges within the business community, local government and all stakeholders. Significant experience managing people is required.

Working with a volunteer Board of Directors, the CEO will develop and implement a membership growth and retention strategy, a long-term fiscal plan for the Chamber and an economic development strategy for the region.

The ideal candidate possesses:

- University degree in a related field, or an equivalent combination of education and experience or more years of progressive management experience as lead staff in the non-profit sector;
- Awareness of Policies and Bylaws at local, provincial and federal levels;
- Proven ability to work effectively with and mentor a board of directors;
- Strong leadership and management experience, including human resource, operations, financial and change management;
- Strong strategic and business planning experience with ability to think strategically and innovatively;
- Proven track record in successful grant funding applications;
- Experience in community engagement and working with member organizations;
- Marketing including social media engagement experience;
- Knowledge of Chambers of Commerce and what they do;
- Superior written and verbal skills;
- Strong computer skills.

Applicants may forward a detailed cover letter and resume to sarahduncan@shaw.ca by 4:00pm on Friday, January 3rd, 2020. For further information about this position and the Qualicum Beach Chamber of Commerce visit www.qualicum.bc.ca .



CEO JOB DESCRIPTION

Accountability

The CEO is the lead staff for the Qualicum Beach Chamber of Commerce (QBCC) and responsible for the operational leadership and management of QBCC according to the strategic direction, including vision, mission and values set by the Board. The CEO will report to the Board and will be supervised and receive direction from the Chair. The CRO is expected to work independently, have regular contact with the Board Chair and attend regular meetings with the Board.

Primary Duties and Responsibilities

Governance and Leadership

- Work with the Board to develop a vision and strategic plan to guide QBCC;
- Identify, assess and inform the Board of internal and external issues that affect QBCC;
- Act as a strategic advisor to the Board on all aspects of QBCC activities;
- Foster effective team work between the Board and staff;
- In addition to the Chair of the Board, act as a spokesperson for the QBCC;
- Conduct official correspondence on behalf of and jointly with the Board, as required;
- Represent QBCC at community meetings and events to enhance QBCC profile.

Operational Planning and Management

- Develop and implement an operations plan based on the strategic direction established by the Board;
- Ensure QBCC's daily operations are effective and efficient, and meet the requirements of the Board, members and funders, and all community partners;
- Develop policies and procedures for Board approval and application;
- Support the Board by attending meetings, overseeing the development of the Board meeting package (i.e., agenda, past minutes, committee reports, briefings), ensuring record keeping of all Board meetings (i.e., minutes, decisions), responding to Board member requests;
- Responsible for the planning, implementation, oversight and evaluation of all QBCC services and special projects.

Human Resources (HR) Management

- Determine staffing requirements for QBCC operations and recruit, train and mentor qualified staff;
- Ensure HR policies, procedures and job descriptions are developed and are aligned with the Employment Standards Act;
- Implement a performance management process according to strategic direction of the Board and approved HR policies;
- Supervise and build a strong and collaborative team, facilitate open communication, recognition and appreciation.

Financial Planning and Management

- Work with staff and the Board to prepare a comprehensive annual budget aligned with strategic and operational plans;
- Work with the Board to secure adequate funding for the operation of QBCC;
- Administer the funds of QBCC according to the approved budget and delegated authority; monitor monthly financials and cash flow; provide the Board with regular, comprehensive reports on revenue, expenditure;
- Ensure that sound bookkeeping and accounting procedures are followed which may include procurement and monitoring of a bookkeeper and/or accountant;
- Ensure that the QBCC complies with all legislation regarding taxation, withholdings and remittances.

Communications/Media and Stakeholder Relations

- Communicate and engage with members, stakeholders and the broader community, as appropriate, to ensure information sharing and capacity building;
- Establish or build positive working relationships and collaborative initiatives, where appropriate and aligned with QBCC's strategic direction;
- Oversee and facilitate event planning, related promotion and follow up communications.