



SAIPAN CHAMBER OF COMMERCE  
POSITION DESCRIPTION  
FOR

POSITION TITLE: EXECUTIVE DIRECTOR

Salary Grade: EXEMPT  
Employment Type: FTE  
Supervises: Chamber office staff  
Reports to: Board of Directors

1. DUTIES

- a. Personnel Management
  - i. Solicitation of applicants / placement of advertisements
  - ii. Gathering and reviewing applications submitted
  - iii. Interviewing likely candidates
  - iv. Hiring/firing staff as necessary and appropriate
  - v. Maintain employment records
  - vi. Documented Performance Reviews
  - vii. Process time keeping records
  
- b. Financial Duties
  - i. Ensure the maintenance of employer tax records and the timely processing of tax forms and payments.
  - ii. Monitor and maintain A/R and A/P reports, ensuring that all reports disseminated by the accountancy firm are distributed to the Board of Directors within 3 business days prior to the next Board meeting.
  - iii. Perform reconciliation of accounts on a monthly basis.
  - iv. Ensure the issuance of billing statements for all debts owed to the Chamber and manage collections, enforcing Chamber policies of placing past due accounts on appropriate restricted status and/or membership not in good standing, and communicate necessary actions to treasurer and individual accounts
  - v. Ensure distribution of payments for Chamber obligations within the annual operating budget of the Chamber as approved by the Board of Directors.
  - vi. Report to Treasurer on status of receivables as requested.

- c. Marketing/Sales/Public Relations
  - i. Ensure timely customer service, including responses to inquiries or referrals for further information.
  - ii. Actively recruit new Chamber members and membership renewals.
  
- d. Member services
  - i. Plan and oversee effective dissemination of information to the general membership and to the local community on all Chamber activities.
  - ii. Personally visit members to develop the member relationship, ascertain their opinions, ideas and needs in order to develop plans and programs to address those member needs and to overcome member service challenges.
  - iii. Maintain appropriate, cooperative, and cordial relations with other business organizations, the CNMI Government, and the community. Organize Chamber functions and other important issues as assigned.
  - iv. Ensure maintenance of accurate membership database and records, including:
    - 1. Dues payable
    - 2. Type of membership
    - 3. Membership application, business license and supporting documents
    - 4. Other information as necessary
  
- e. Administrative Support
  - i. Supervise daily operations of the Chamber to ensure that the necessary administrative support is provided for the Board of Directors, Chamber committees and projects.
  - ii. Work with the President and Vice President to develop agendas and implement the preparations for general membership meetings and Board of Directors meetings.
  - iii. Meet with Committee Chairs to review progress, assess needs, and exchange information.
  - iv. Assist the Board and Committee Chairpersons to plan meetings, projects, and events, consistent with Chamber goals and objectives.
  - v. Coordinate with the appropriate committees to monitor and analyze legislative activity and ensure that reports are prepared for the Chamber Board and committees on matters of concern to the business community.

- f. Operational Support
  - i. Ensure that accurate and organized Chamber files are maintained, including:
    1. Vendor files
    2. Minutes and agendas for meetings
    3. Events and seminars held and planned
    4. Membership files as described above
    5. Financial deposits and disbursements, etc.
    6. Personnel information
    7. Chamber archival/historical documents
  - g. Annual Planning:
    - i. Develop the Chamber's strategic plan to facilitate the achievement of the Chamber's goals and objectives as decided upon by the Executive Director and the Board of Directors.
    - ii. Develop and budget with the Treasurer for proposal to the Finance Committee and for Board approval to support the activities and the strategic plan of the Chamber.
    - iii. Develop the Chamber calendar of events in keeping with the goals, objectives and strategic plan of the Chamber.
- 2. SPECIFIC DUTIES
  - a. Participate in training for the Chamber.
  - b. Perform any other tasks deemed necessary as assigned by the Board.
  - c. Plan fundraising activities.
- 3. MINIMUM REQUIREMENTS
  - a. Special Skills/Abilities
    - i. Excellent writing skills
    - ii. Strong communication skills
    - iii. Ability to manage and communicate with employees and with clients of diverse cultural backgrounds.
    - iv. Ability to work closely with a team with focus on customer service.
    - v. High level of competence with computer software, Specifically Quickbooks, Microsoft Word, Excel, and general Internet Use.
- 4. Required licensure/certificates
  - a. Valid CNMI driver's license.
- 5. EDUCATION/EXPERIENCE
  - a. Bachelor's degree in Business Administration, Economics, Communications, or related field or equivalent experience.
  - b. Experience in marketing and public relations.
- 6. AVAILABILITY
  - a. Flexibility for Chamber functions as scheduled.