



Eau Claire Area Chamber of Commerce

Position Profile for President & CEO

REFERENCES AND BACKGROUND INFORMATION

It is the Eau Claire Area Chamber's policy to complete an extensive background and reference check of candidates. Once strong mutual interest has been established, candidates are asked to provide a list of references that should include, but not be limited to, a supervisor, a peer, and a subordinate, when applicable. The Eau Claire Area Chamber of Commerce will respect the issue of confidentiality and will conduct the reference checks accordingly. Candidates will be asked to sign an Authorization to Release Information for the purpose of background investigation, which may include verification of education, credit check, criminal and driving records.

Should an offer be extended prior to the completion of these checks, the offer will be made contingent on the successful completion of the reference and background checks. The Eau Claire Area Chamber will keep candidates informed on the status of these inquiries.

CONFIDENTIALITY/EQUALITY STATEMENT

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their background and interest will not be discussed with anyone outside the search committee without their prior consent, nor will reference checks be made until mutual interest has been established. The Eau Claire Area Chamber firmly represents the principles and philosophy of equal opportunity for all individuals, regardless of race, gender, sexual orientation, age, creed, disability or national origin.

To learn more about the Chamber visit
EauClaireChamber.org

HOW TO APPLY

Submit confidential cover letter, resumé, salary history and requirements electronically to:

Eau Claire Area Chamber
President & CEO Search Committee
info@dowellmgmt.com

Direct any questions to:

Larry Dowell
651.221.0852
larry@dowellmgmt.com

Deadline: February 3, 2017

MISSION

The Eau Claire Area Chamber of Commerce is the advocate of business.

VISION

The Eau Claire Area Chamber of Commerce will be the leader in the progressive development of the Chippewa Valley through the efforts of the business community.

CORE VALUE STATEMENT

By providing fair and balanced representation of our members....OUR Chamber is the premier business organization.

By focusing on programs and services that contribute to our members' success....OUR Chamber is a member driven organization.

By providing an effective return on members' investment of resources, time and participation....OUR Chamber understands value.

By welcoming all opportunities for cooperation and inspiring a community vision....OUR Chamber is a collaborator.

By being the united voice of the business community....OUR Chamber is the business advocate.

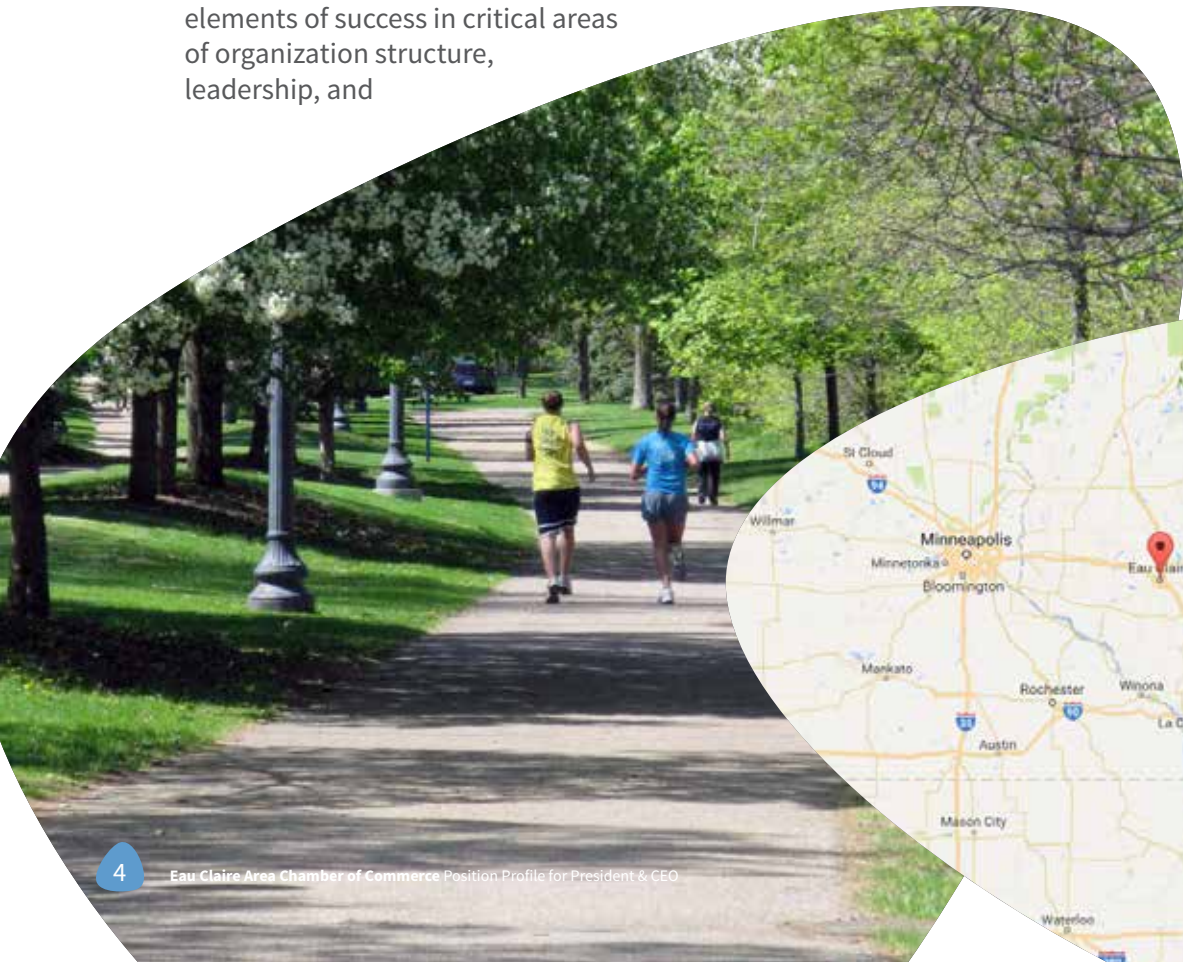
By monitoring membership and community trends....OUR Chamber is visionary.

By facilitating leadership...OUR Chamber is considered the business community's leadership training ground.

By supporting a strong, dynamic, educated and healthy community...OUR Chamber contributes to the quality of life.

Organizational Background

- The Eau Claire Area Chamber of Commerce is proud to be part of the Eau Claire community for more than 100 years. Since its inception in 1915, the Eau Claire Area Chamber has worked with businesses and the community to create a progressive business environment in Eau Claire.
- The Eau Claire Civic and Commerce Association was organized in 1914. An article in the March 11 edition that year of The Eau Claire Leader stated, “The meeting was to decide plans for a bigger and better Eau Claire. The new Civic and Commerce association is meant to include all lines of endeavor in the city.”
- More than 1,200 businesses and organizations pride themselves as being members of the Eau Claire Chamber. A professional staff of nine individuals serves these members and it is with the help of many committees and volunteers that the Chamber can say “Our Community is Our Business”.
- In 2016, the U.S. Chamber awarded the Eau Claire Chamber its highest 5-Star Accreditation for the third consecutive time. Accredited chambers employ the most widely acknowledged elements of success in critical areas of organization structure, leadership, and operations.
- The Chamber’s goals and objectives are carried out through numerous committees and task forces. The Chamber’s current strategic goals include:
 1. We will take visible action to champion a strong local and regional economy.
 2. We will be bold in developing the next generation of business leadership.
 3. We will provide a compelling portfolio of products and services, meeting the needs of the business community.
- The Chamber is governed by a 24-member Board of Directors, responsible for overseeing the strategic direction of the organization.
- The Chamber also supports the Eau Claire Chamber Educational Foundation, whose goal is to provide a vehicle for members to contribute charitable support to Chamber educational programs and projects, including Leadership Eau Claire™, Real Life Academy and Youth Leadership Eau Claire.



Committees And Task Forces

- Advisory Council
- Ambassadors
- Annual Meeting
- Breakfast in the Valley
- Business Council
- The Business Expo & Job Fair
- Business Salutes Eau Claire Golf Classic
- Business & Workforce Development
- Chippewa Valley Chamber Alliance
- Entrepreneur's Task Force
- Excellence in Education
- Good Government Council
- Government Affairs
- Green Business Initiative
- Health & Wellness Committee
- Social Media & Mobile Marketing Committee
- SOHO (Small Office/Home Office)
- Young Professionals of the Chippewa Valley
- Leadership Eau Claire™
- Real Life Academy
- Youth Leadership Eau Claire

Other Programs

- Business Hall of Fame Inductee Luncheon
- Chamber/University of Wisconsin-Eau Claire Business Breakfast
- Chamber/Chippewa Valley Technical College Business Breakfast
- Chamber Buy Local Bucks Program
- Chippewa Valley Wage Survey
- Community Communications Committee (CCC)
- Chamber Sponsored Trips
- Receptions
- Referral Program
- Small Business Breakfast
- University of Wisconsin-Eau Claire Welcome Bags
- Working Mothers' Luncheon
- Reception for Non-Profit Organizations

Networking Opportunities

- Business After Hours
- Business at the Airport
- Business Connection
- Holiday Open House
- Your Chamber Orientation



\$1M

The President/ CEO of the Eau Claire Area Chamber manages a budget of over one million dollars.

1,200+

The Eau Claire Area Chamber has more than 1,200 members - making it one of the largest chambers of commerce in Wisconsin.

Duties & Responsibilities of the President & CEO

Position:

President & CEO

Primary responsibility:

Responsible for general management and coordination of all organizational activities. Directs all planning to carry out Chamber objectives and implement Chamber policies. Supervises entire Chamber of Commerce staff.

Specific duties:

1. Program of Work -- Guides the development of the Chamber's overall program of work. Is responsible for directing and implementing, with the aid of the staff and volunteer workers, the program of work including all policies adopted by the Board of Directors. Responsible for issues that affect Chamber members.

2. Committees -- Assists the chair of the Board in selecting qualified personnel for committee assignments. Recommends appointments to committees. Assists in organizing specific committee projects. Staffs committee meetings, plans and arranges meetings, supervises the preparation of notices, reports and other materials. Responsible for the following committees: Business Salutes Eau Claire, Reaccreditation, Annual Meeting, Green Business, Chippewa Valley Chamber Alliance and Executive Committee. Serves as the secretary for the Eau Claire Chamber Educational Foundation.

3. Policy -- In consultation with the Board of Directors (and the Executive Committee), plans long-range policies to help achieve important community goals. Reviews projects or proposals originating in committee or elsewhere and recommends proper committee assignment, if needed. Places projects or proposals on agenda for Board action. Upon approval, works with staff and/or committees to implement policies or

projects. Counsels people or committees on work procedures and goals.

4. Personnel -- Has general responsibility for all personnel (staff), including recruiting, hiring and terminations. Conducts regular conferences to help staff understand job assignments and the organization's program of work. Counsels individual staff members. Responsible for maintaining positive staff morale. Determine staff assignments.

5. Finance -- Has general responsibility for management of the organization's short-term and long-term finances. Prepares annual budget in conjunction with the Executive Committee. Develops general plans for meeting the budget (see "Member Maintenance.") Submits budget for approval by the Board of Directors and approves all specific expenditures under the budget adopted by the Board. Directs office maintenance, including replacement of equipment. Directs preparation of financial statement on monthly basis for Board of Directors. Countersigns checks in accordance with bylaws.

6. Membership Maintenance -- Supervises and directs all activities of membership maintenance.

7. Record Keeping -- Directs the keeping of proper membership financial records, including proper billing, recording of dues and classification. Directs maintenance of all current membership files and maintenance of master prospect card files. Prepares and maintains reports concerning finance for officers and directors.

8. Member and Public Relations -- Responsible for all communication to the membership and general public. This includes:

- Correspondence -- Prepares or directs the preparation of all correspondence.

Refers mail to proper staff for answering or other disposition. Responsible for quality control.

- Official Publications -- Directs the preparation of the Chamber newsletter.
- News Releases -- Prepares or directs the preparation of articles or fact sheets reflecting the views of the organization or the reporting of projects or activities. Serves as contact between organization and media.
- Public Speaking -- Represents the organization at appropriate meetings. May speak or find others to speak about community and Chamber activities. Maintains a Speakers Bureau. Serves as Chamber spokesperson on pertinent issues at the discretion of the Executive Committee.
- General -- Maintains close liaison with all groups in the community. Counsels on developments affecting the business community. Reviews and evaluates legislation, pending or proposed, which will have an immediate or future impact on Chamber goals and policies, and refers to proper committee for study and future action.

Reporting Relationship: The President & CEO reports directly to the Board of Directors and is the chief executive and administrative officer of the Eau Claire Area Chamber, responsible for the implementation of Board decided policies and management of related activities. Chiefly responsible for maintaining public presence for organization and advising members on topics of interest. Responsible for Chamber staff and primary contact person for organization, accountable for the development and implementation of an aggressive agenda that serves the regional business community.

Requirements & Qualifications



Requirements:

- College degree or equivalent.
- Must complete the U.S. Chamber's Institute of Organizational Management.
- 8-10 years in chamber or business association management.
- Earned designation of Certified Chamber of Commerce Executive (CCE) by the American Chamber of Commerce Executives preferred.
- Excellent oral and written communication skills, computer skills and organizational skills; strong public speaker; financial management and accountability.
- Proficient in a variety of current technologies.
- Ability to motivate and manage staff and volunteers.
- Ability to handle multiple tasks simultaneously and respond to organization needs in prompt and timely fashion.
- Possesses knowledge of and embraces the communities of the Eau Claire area and the chamber industry.
- Entrepreneurial spirit.



Other requirements:

- This is an exempt, full-time position. It does require time outside an 8:00-5:00, Monday through Friday schedule.
- Extensive local travel, driving and exposure to weather conditions.
- Physical activity that includes extensive time working on a computer and on a telephone, sufficient physical capacity to service indoor and outdoor events and activities including ability to lift 35 pounds.

Qualities Required:

To perform the job successfully, an individual should demonstrate the following leadership attributes:

- **Charismatic** – The characteristic of personality that increases a person's ability to influence others.
- **Communication** – Speaks clearly, articulately and concisely. Is readily understood by others.
- **Credibility** – Readily gains the trust and confidence of others.
- **Open Minded** – Willingly considers new ideas and approaches not tied to tradition or convention.
- **Politically Astute** – Is shrewd in discerning sources of power and ways of dealing with them.
- **Secondary attributes** include being energetic, engaging, honest and responsible.

Additionally, it is essential that the Eau Claire Area Chamber's next President & CEO possess the following occupational skills:

- **Business Ethics** – The application of a moral code of conduct to the strategic and operational management of a business.
- **Communication Skills** – The ability to listen, write and speak effectively.
- **Financial Management** – Plans, implements and evaluates the organization's budget and provides timely and accurate analysis of budgets and financial reports in order to assist the Board and staff in performing their responsibilities. Increase revenue through membership and other sources.
- **Organizational Management** – Ensure the effective development, coordination, supervision and implementation of all chamber programs, activities and goals as established by the Board of Directors. Assist Board of Directors in developing annual and long-term program of work.
- **Visionary** – The development of a plan, goal, or vision for the future that people will follow.

Secondary skills should include public relations, having the ability to collaborate or build strategic alliances, and being able to build relationships and develop teams.



Significant Accountability & Measurements



Continued growth in the number of members on an annual basis through new member development and retention of existing members.

Growth in general operations through new or enhanced revenue streams. Continued long-term financial stability of the organization.

Enhance the Chamber's brand and its public image attributes, including effectiveness and growth.

Retain image and influence of the Chamber throughout the Eau Claire Area region and the Wisconsin marketplace.



Ensure high quality staffing, management and governance of the organization, including implementing the Chamber's annual business plan.

Enhance business advocacy efforts and public policy programming offered to members.

Provide leadership in building cross-sector partnerships among businesses, government, and community organizations.

Develop innovative programming that maximizes member return on investment.

Employee Benefits Summary

SALARY

- Salary is commensurate with experience. The Chamber strives to provide compensation at market rates when compared to like organizations.

HEALTH INSURANCE

- Health insurance for the President & CEO is provided after 60 days of employment, provided the employee is not covered by another medical plan unless otherwise approved by the Executive Committee. The Chamber will pay 100% of single coverage of monthly individual premium. The employee may add a spouse/family to the plan with the employee paying the entire premium increase.

LIFE & DISABILITY INSURANCE

- All full-time employees are provided Life Insurance and Disability Insurance, at no cost, through the American Chamber of Commerce Executives Plan, after 12 weeks of continuous employment. The Chamber pays the full premium for full time employees.

HOLIDAYS

- There are eight paid holidays for full-time employees during the year, which include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas Eve (half-day), and Christmas Day. Full-time employees receive two additional floating holidays every calendar year.



VACATION

- The Chamber grants annual vacation with pay to full-time employees.

401(k)

- The Chamber offers to all employees, after six months of continuous service, the opportunity to invest in a 401(k) program through American Chamber of Commerce Executives (ACCE.) The employee is eligible after their six months and at the next available entry date, which is generally January, April, July and October. The Chamber makes a 10% contribution of each employee's salary toward the plan. The employees are required to contribute 4% each pay period, for the Safe Harbor Plan. The contribution percentage is determined each year and equal for all employees. The employee may elect to make a pre-tax and/or an after-tax contribution as described in the 401(k) plan. Employees are 20 percent vested after each quarter; January 1st, April 1st, July 1st, and October 1st, following the first six months of employment.

FLEXIBLE SPENDING ACCOUNT PROGRAM (UNDER IRS SECTION 125)

- The Chamber has a Flexible Spending Account Program whereby employees can use pretax dollars for non-reimbursable medical, optical and dental costs as well for child-care, according to the plan's criteria.

BONUS

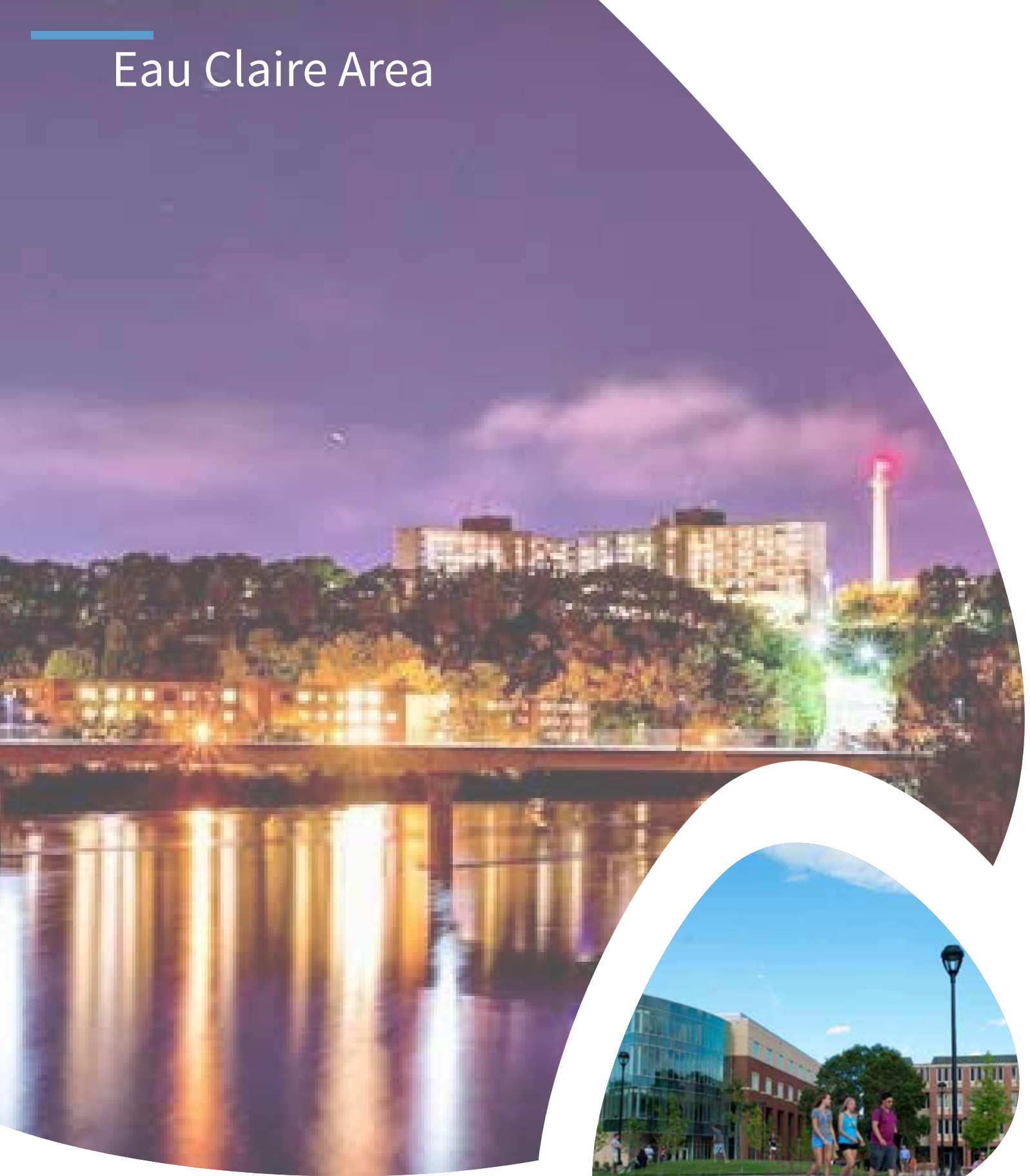
- President bonus will be paid based on meeting overall Chamber and individual goals.

Additional benefits provided to the President & CEO:

- Membership in an area service club applicable to the work of the Chamber
- Auto allowance and mileage reimbursement for business purposes
- Credit card for Chamber expenses
- Expense reimbursement applicable to the work of the Chamber (note this is applicable to all staff)



Eau Claire Area



EAU CLAIRE, WI

Nestled in northwestern Wisconsin, Eau Claire County is surrounded by Chippewa and Dunn Counties, which help make up the Chippewa Valley. The County has a population of approximately 100,000. The City of Eau Claire is the largest city in the Chippewa Valley with a population of approximately 67,000. Adjacent to the City of Eau Claire is Altoona, which has an estimated population of approximately 7,000.

The area enjoys a history of lumbering and now prides itself on its healthcare, education, and business. Eau Claire is a great place to work and play, with all the recreational activities surrounding the area. The city remains a center for arts and entertainment, a vast array of shops and restaurants, and lodging for those who are with us for a short time.

Whether you enjoy bicycling, boating, skiing, golfing or fishing, the Chippewa Valley is full of places for recreational activities. Since the area is known for its clear water, many places for water recreation are available, but trails for all types of sports can also be found around Eau Claire.

Artists of all styles from around the world have come to Eau Claire to perform in the city's theatres, concert halls, museums, galleries, festivals and fairs. The Chippewa Valley is fortunate to have performance venues nearby. These events and numerous athletic events are open to the public.

Getting around Eau Claire is quite convenient with an average commute of 15 minutes. The city is connected to Interstate Highway 94, which offers an easy journey to Madison, Chicago, and the Twin Cities. For those looking to travel a little farther from Eau Claire, there is

the Chippewa Valley Regional Airport, the largest airport in Northern Wisconsin. The facility serves the area with daily flights to Chicago through United Express Airlines. Hawthorne Global Aviation Services is also a provider of charter flights and freight services. If you need to fly out of Minneapolis, daily shuttles are available to and from the Minneapolis/St. Paul Airport through Chippewa Valley Airport Service.

The city of Eau Claire is a region with many employment opportunities in a variety of areas such as retail and trade industries, health care establishments and educational institutions. Eau Claire is an impressive place to work and do business. The county of Eau Claire has a labor force of approximately 59,000 people, with the county's unemployment rate at 3.5 percent in December 2015, compared to Wisconsin's rate of 4.2 percent. Employment in Eau Claire is quite varied. Education and health employs approximately 19 percent of the labor force in the Eau Claire MSA, while manufacturing industries employ nearly 13 percent.

Agriculture remains an important part of Wisconsin's economy and the same goes for Eau Claire, with more than 4,500 residents employed in agriculture. Almost half of the county's land is used for agriculture.

Eau Claire County has seven industrial parks, four of which are located in the city of Eau Claire. Many manufacturing industries are located in the parks. The types of manufacturing include industrial and commercial machinery, printing, food, rubber, plastics, paper, stone, clay, glass, concrete and electrical equipment.

Currently the largest employers in the area are the Mayo Clinic Health System, the Eau Claire Area School District, the University of Wisconsin-Eau Claire, and Menards.



Eau Claire Area Chamber

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Website: www.eauclaireaechamber.org