

JOB DETAILS FOR:  
PRESIDENT/CEO

**Company Information**

Name: Deer Park Chamber of Commerce  
Address: 110 Center Street  
Deer Park, Texas 77536  
Phone: 281 479-1559  
Fax: 281 476-4041  
E-Mail: [sharon@deerparkchamber.org](mailto:sharon@deerparkchamber.org)  
Website: <http://www.deerpark.org>

**Job Description**

The Deer Park Chamber of Commerce, a non-profit organization with 575 members is seeking a President/CEO to manage all aspects of the Chamber's activities.

**Responsibilities:** The President is responsible for management, financial administration, member recruitment and retention, event planning, legislative affairs and community relations of the Chamber. The President reports directly to the Chamber's Board of Directors.

**Accountabilities:**

- Program of Work  
Responsible for identification of chamber and community needs and for the preparation of a program of work designed to meet these needs
- Chamber Structure and Procedures  
Ensure the organization is effectively geared to function with maximum efficiency in the anticipation, identification and solution of chamber/community problems
- Motivation of Volunteers  
Ability to motivate and inspire volunteers
- Income and Expenses  
Responsible for developing the chamber budget and relating budget to program goals
- Membership  
Maintaining the membership at a level that will ensure successful operation of the program
- Interpretation of Policy  
Assist the Board, committees, members and staff in interpretation of policy in relation to any given questions or program

**Compensation:** This is a salaried position and initial compensation is commensurate with the candidate's qualifications, experience and education.

Deadline: The Board of Directors will be accepting application for the position of President until November 20, 2009. Please send your resume with cover letter to:

Deer Park Chamber of Commerce  
Attn: Search Committee  
110 Center Street  
Deer Park, Texas 77536