



## **POSITION DESCRIPTION**

**Title:** President

**Organization:** Asian Chamber of Commerce (ACC)

### **Position Summary:**

President, by authority granted by the Board of Directors of the Chamber, shall be the chief executive officer of the Chamber. The President shall have the overall responsibility for the complete operation of ACC as it involves strategy, programs, planning and operations.

The President must realize the importance of having a definite program of action for ACC, which will serve to direct the activities of the organization and to define its goals and accomplishments. The President must know how to formulate the program and develop the community leadership structure and voluntary support necessary to enable this membership organization to accomplish its goals.

### **Duties:**

**Board Relationships:** Maximize and leverage a strong Board of Directors relationship and provide the strategic leadership necessary to assure full Board participation. Maintain regular contact with and advise the Chair and the other Chamber officers (Past Chair, Chair-Elect, Secretary, and Treasurer). Work with Board members on developing and executing policy and economic development strategy. Plan and organize Executive Committee, Board of Directors, and other meetings as appropriate.

**Spokesperson:** Serve as a principal spokesperson for the Chamber in all venues, pro-actively and reactively, with a goal to enhance the Chamber's overall brand and image. Represent the Chamber before various conferences, conventions and business groups as panelist or principal speaker. Become "the face" of the Asian business community throughout the region/state.

**Advocacy/Public Policy:** Effectively and in a non-partisan manner, represent the business community at all government functions and venues. Regularly meet with elected and administrative officials (at all levels) on public policy matters affecting the business community. Involve the Chamber in ballot issue campaigns that impact the business community or important chamber priorities.



**Economic Development:** Continue the leadership and support of regional economic development through the business attraction, retention and workforce development efforts. Maintain and enhance the strategic and diverse partnerships and alliances in place with all local, regional and state partners.

**External Relationships:** Represent the Asian Chamber at all appropriate civic, cultural, charitable, business, and community activities. Serve on boards, commissions, committees and organizations related to areas that are critical to the Asian Chamber goals and interests. Strong knowledge of Asian communities and culture

**Administration:** Develop and submit a strategic Asian Chamber business plan that will sustain and enhance the organization's revenue to support the goals of the Asian Chamber.

**Accountability:** Be accountable to the Chair of the Board of Directors on behalf of the membership of the organization, ensuring positive results for the Asian Chamber.

#### **Core Competencies:**

**Written Communication:** The President may be called upon to personally draft position statements, speeches, testimony and other materials in the course of his/her daily duties. Superior written communication skills.

**Verbal Communication:** The President may be asked to make numerous presentations and speeches, therefore the candidate must demonstrate superior verbal communication skills.

**Media Skills:** The President will be the chief spokesperson to the media. As such, a candidate must demonstrate proficiency in media relations activities such as responding to and answering press inquiries, which may include live media events such as press conferences and television interviews.

**Management Capabilities:** The President is responsible for the overall management and operation of the organization. The candidate must possess a superior management ability and a working knowledge of relevant business disciplines.

**Strategic Thinker:** The President is responsible for the long-range strategic planning and focus of the Chamber. He/she must have experience in developing and successfully implementing its strategic plan.

**Executive Relationships:** The successful candidate must demonstrate a seasoned ability to work collaboratively with executives from local small businesses and corporate entities.



**Political Savvy:**

The President is responsible for leading the Asian Chamber's political and advocacy activities and, as such, has regular dealings with top political and elected officials on the local, regional and national level. The candidate must have the political savvy, respect, and expertise, necessary to operate within these political circles and demonstrated knowledge of Asian Pacific Islander business culture.

**Personal:**

Ideally, the President of the Asian Chamber of Commerce will have personal and professional qualifications including:

- Advanced degree with a minimum of 7 years demonstrated senior/executive management experience and strong knowledge of Asian communities and culture.
- A proven track record of accomplishments in business, government and the not-for-profit arena.
- A demonstrated ability to successfully manage the day-to-day activities of a non-profit membership organization and to generate respect and support from a wide range of constituencies.
- Knowledge of communities in the Metro Denver region and State of Colorado.
- Personal energy and dynamic style that engenders confidence in and support for the Asian Chamber and its affiliates.
- A proven record of developing and maintaining strong organizations and management teams along and the ability to work together with businesses, political and community leaders, and a myriad of special interest groups.
- A genuine interest in the issues and opportunities within the Metro Denver region and Colorado as a whole that impact or benefit the business community.
- Representing both large and small business, the President will set a positive tone and provide the mechanisms whereby local, regional and statewide commerce will grow and prosper.

**Compensated Non-Chamber Business Activities:**

The President is expected to be fully engaged in all Chamber affairs while employed with the Asian Chamber of Commerce. Compensated business activity outside of the Chamber is permitted only when disclosed to and approved in advance by the Executive Committee. Approval may be conducted via email in the event of a time sensitive situation.



**Compensation:**

Salary is commensurate with experience.