

Chief Executive Officer (CEO) – Tri-Cities Chamber of Commerce Job Posting

Closing Date: Thursday, May 9th, 2025, at 5PM.

Do you thrive in front of an audience and enjoy building lasting, meaningful relationships? Are you a visionary leader who can manage multiple projects and thrive in a busy, dynamic environment? Are you passionate about contributing to and supporting the Tri-Cities business community? If so, the Tri-Cities Chamber of Commerce (TCC), the premier business organization in the Tri-Cities supporting entrepreneurs and the communities of Coquitlam, Port Coquitlam, and Port Moody, has an exciting and rewarding opportunity that may be perfect for you!

The TCC is currently seeking a Chief Executive Officer (CEO) to lead and grow the organization. Acting as a liaison among members, the Board of Directors, staff, government, and partners, the CEO is responsible for overseeing the delivery of all programs and services, membership growth and retention, policy & advocacy, financial management, daily operations, marketing, communications, and public relations.

Qualifications

- ☐ College diploma, university degree or equivalent experience.
- ☐ Minimum of two years management experience in a related field.
- ☐ Must have strong leadership, interpersonal and relationship building skills with a high level of professionalism.
- ☐ Must have excellent communication skills including public speaking, negotiation, writing, and proof-reading.
- ☐ Must have strong organizational skills and a high attention to detail.
- ☐ Must have the ability to meet deadlines under pressure while managing multiple priorities.
- ☐ Must be highly motivated and work well independently under limited supervision.
- ☐ Must be efficient and dependable while possessing time, resource, and project management skills.
- ☐ Must possess strong computer skills, as well as bookkeeping and payroll knowledge.
- ☐ Knowledge of the Tri-Cities business community is preferred.
- ☐ Government, policy and advocacy experience considered an asset.
- ☐ Experience with other business associations, economic development offices or non-profit organizations is an asset.

Responsibilities

Responsibilities to the *Board*:

- Reporting to the Board of Directors, the CEO ensures full and complete *Chamber* compliance with applicable laws, by-laws, government regulations, including, but not restricted to the federal Board of Trade Act, under which the *Chamber* is chartered and governed, Employment Standards, Occupational Health and Safety regulations, etc.
- Assists the *Board* in interpreting laws and regulations under advice from the *Chamber's* solicitors as required.
- Is secretary to the *Board* and the *Executive Committee* but is not a *Board* member.
- Will perform or delegate similar functions for *Board* committees, sub-committees, and approved Task Forces.
- Will establish and administer Operational Committees, sub-committees and task forces as well as represent these groups to the *Board* and/or *Executive* if no other such volunteer representative is appointed or is present.
- Rigorously enforces and defends the *Chamber* brand and trademarks, etc.

Operational Responsibilities:

- Administers all Chamber operations within the *Chamber's* by-laws and the policies and procedures established by the *Board*.
- Develops and manages the business and financial affairs, which implement the *Board's* strategic plan, within parameters and guidelines set by the *Board*.
- Monitors program and financial performance and prepares summaries for the *Board*.

- Recommends changes to, elimination of or addition of programs and activities that meet *Chamber* objectives.
- Organizes and ensures the carrying out of all *Chamber* events and activities including the Annual meeting.
- Ensures proper stewardship of all the *Chamber's* assets and facilities.

Budgetary Responsibilities:

- Prepares the annual financial and business plans for *Board* approval and ensures that an annual financial review is carried out with results presented to the *Board* and the members.
- Ensures *Chamber* generally operates within *Board* approved budget and obtains *Board* approval for substantive budget variances,
- Supervises and provides feedback to the *Board* on all Committee/Division/Task Force budgets, if any.
- Assures that generally accepted accounting practices are used, that monthly financial statements are prepared and carry out all banking functions.

Personnel Management:

- The CEO is responsible for the management of the staff. All other employees report to the *CEO*, unless and until he/she directs them otherwise to make specific reports to the *Board*.
- May engage staff, including entry into contracts, and delegate functions. In so doing, the *CEO* is responsible for the organization, management, and performance of all staff.
- Encourages a team environment by working collaboratively with staff.
- Determines appropriate level of staffing required in achieving *Chamber* objectives, as approved by the *Board*, and the applicable organization structure, subject to budget controls approved by the *Board*, as above.
- Is responsible for all staff recruitment, selection, training, supervision, evaluation, reporting relationships, and remuneration, including benefit entitlement, and disciplinary action pertaining to any employees, up to and including termination, if/when so required.

Communications and Relationship Management:

- Provides support for all *Board* and any other *Chamber* communications with the public, as well as to members.
- Prepare long term and annual communications plans for approval by the *Board* and ensure the plan's execution.
- Follow approved protocols for communications and recommend updates and changes to the *Board* as appropriate.
- Maintains positive relationships within the *Chamber*, its members, *Chamber* affiliates, the *BC Chamber of Commerce*, the *Canadian Chamber of Commerce*, and various levels of government, media, business community and the broader community in the Lower Mainland and Fraser Valley economic region.
- Represents the *Chamber* or appoints a delegate on external working groups, committee, and other organizational units as approved by the *Executive Committee*.
- Ensures appropriate *Chamber* representation, preferably from amongst the *Executive*, or someone so delegated by the *Chair* &/or *CEO*, at any and all public events whereby in the *CEO's* judgement, or when so directed by the *Board*, or the *Executive*, or by the *Chair*, that a *Chamber* presence is desirable.
- Responsible for overseeing all communication from the *Chamber* on any matter; including, but not limited to, all speeches by officers, all media releases, all publications, and marketing materials.

Volunteer Management:

- Assists the *Board*, oversees staff and all Committees/Task Forces, in the recruitment and management of appropriate volunteers, particularly Committee/Task Force Chairs, as well as *Chamber* representation on similar sub-groups of the *British Columbia & Canadian Chambers*, as well as any municipal government committees and any other parties seeking consultation, input and/or representation from the *Chamber*.
- Defines volunteer roles. Provides ongoing input, consultation, and support to *Board* and committee volunteers on a regular basis, particularly, but not limited to, any matters of governance and compliance.

Competitive Salary ranging from \$90,000 - \$120,000 based on experience and qualifications.

Interested parties should send their resume and cover letter to ceosearch@tricitychamber.com.

All applications must be received by Thursday, May 9th, 2025, at 5PM.