

MASON *in Motion*

TENTH ANNIVERSARY SUN DRIED MUSIC FEST IS ON AUGUST 23 - 25



The tenth annual Sun Dried Music Fest will return to downtown Mason on August 23, 24 & 25, 2019. The event is hosted by the nonprofit **Sun Dried Music Festival** and will again showcase a variety of exciting musical performances!

The music festival is free, thanks to support from sponsors, most of whom are Chamber members. The continuing title sponsor is the **City of Mason's Downtown Development Authority**. This event always features many popular bands in the mid-Michigan area. There will be lots of music, plenty of food, a variety of merchandise vendors, and a refreshment tent right next to the main stage.

On the evening of Friday, August 23, Dedfoot Band and Root Doctor will play in downtown Mason from 7:00 to 11:00 PM. The refreshment tent, which has an admission charge, and vendor booths will also be open Friday evening.

The music fest begins in earnest on Saturday, August 24 at 12 noon with bands playing consecutive sets through to the late evening. Bands scheduled are Marshall Music Rock Camp, The Sea Cruisers, The Journeyman, The Backwoods Band, The Cloud Hoppers, Brian Lorente, Rebecca Brunner and Global Village. They will each take the stage at the

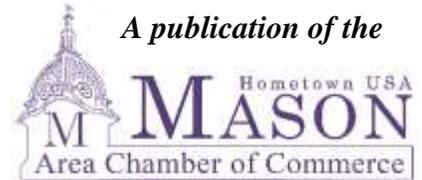
corner of Maple and Jefferson Street, in historic downtown Mason and play one-hour sets, separated by half-hour sets on the Second Stage.

At the second stage will be Marshall Music Rock Camp, Future

Misters, Runaway Train, and The Hot Mess. A complete schedule with set times for each band is at the www.sundriedfestival.com website.

Families are invited to enjoy the special attractions for kids as well as the food, refreshments, and other vendors that are a part of the festival again this year. They are also again organizing worship and music on Sunday morning at 11:00 AM with the Mason Ministerial Association.

Besides the **Mason DDA**, sponsors of the tenth annual **Sun Dried Music Fest** include the Mason Area Chamber of Commerce, **Ware's Pharmacy, Eagle View Golf Course, Dart Bank, Bestsellers, LCC Radio, It's Yours Signs and Apparel, Granger Waste Services, Ace Hardware, Maple Street Mall, The Daily Scoop, Sheridan Realty & Auction, Wolverine Engineers & Surveyors**, among others.



A publication of the

148 E. Ash Street
Mason, Michigan 48854
Phone: 676-1046 ~ Fax: 676-8504
masonchamber@masonchamber.org
www.masonchamber.org

August 2019

WHAT'S IN THIS ISSUE?

- **Sun Dried Music Fest** August 23-25
- Good Morning Mason! August 22
- **Darrell's** 17th Car Show August 4
- MACC Board Nominations Due
- More TNL! Courthouse Concerts
- **EAA** Mason Aviation Day August 17
- News from our Chamber Members
- Inserts: 18th annual MACC Raffle - Summer Edition and 46th annual Down Home Days & Courthouse Show

GOOD MORNING MASON! IS ON AUGUST 22ND AT FAIRGROUNDS

Since 1996, the Chamber has held 141 consecutive "Good Morning Mason!" news and networking programs every other month. These take place at the **Ingham County Fairgrounds Community Building**, 700 E. Ash Street in Mason at 7:15 AM usually on select Thursdays in February, April, June, August, October, and December.

Organized by members of the Chamber's Ambassadors committee and presented by **Dart Bank** since the very beginning, Good Morning Mason! is also the Chamber's most popular networking event. Admission is \$5 for members and \$8 for nonmembers and includes a continental breakfast.

Attendees have a networking opportunity to meet and greet each other before they sit down to hear news snippets about area happenings. This "Good Morning, Mason!" has a "Back to School" theme and is sponsored by **Shumaker Technology Group**. Join us on Thursday, August 22nd at 7:15 AM.

NEXT THURSDAY NIGHT LIVE COURTHOUSE CONCERT FEATURES THE BACKWOODS BAND

Bring your lawn chairs and blankets to downtown Mason on Thursday evening, August 8, when a concert by The Backwoods Band will start at 6:00 p.m. sponsored by **Dart Bank**.



This concert is part of Mason's fourteenth season of "Thursday Night Live! Courthouse Concerts," a summer series of live musical entertainment hosted by the Chamber and presented by **Independent Bank**. Concerts are free and are scheduled for select Thursdays through September, weather permitting.



The **Mason Optimist Club** will sell hot dogs, chips and pop on the Courthouse lawn for your picnic dinner as a fundraiser for local youth projects. The **Mason Farmers Market** will have a mini-market in front of the **LFA Farmers Market** on Maple Street. Many downtown eateries and shops will be open before and after the event, as well.



The August 22 concert on the Courthouse lawn will feature The Cloud Hoppers, On September 5, Twilight Memories Big Band will play. The entertainment series concludes with the **Mason High School Band** on Thursday, September 19 led by Beth Bousfield, **MHS Band Director**. The **Mason High School Cheer Squad** will join them in the program sponsored by **CP Federal Credit Union**. This last concert will also mark the beginning of Mason's 46th annual "Down Home Days" festival. All concerts are weather permitting.

NEW MACC BOARD MEMBER NOMINATIONS ARE NOW DUE

This fall, three new board members will be elected to the board of directors of the Mason Area Chamber of Commerce. As part of their Chamber benefit level, businesses who are "Corporate Members" of the Chamber are asked to nominate individuals to serve. However, the nominating committee often solicits candidates from Chamber members at any level.

Terms on the MACC board are usually three years in length. Board members who have completed full terms are not eligible to rejoin the board for one year. Often, three to five new individuals are elected to the board each year. There will also be two officer positions open this year to be filled by new or existing board members.

MACC president Mike Waltz of the **Kiwanis Club of Mason** encourages any and all individuals who are employees, principals, or associates of Chamber member businesses and organizations to consider serving on one or more of the Chamber's many standing and ad hoc committees. (See the article on page 4.) "Doing so is the best preparation for any future board members," he says.

NEWS OF OUR MEMBERS:



Bringing freshness to you! The **Mason Farmers Market** runs through September 28th on Saturdays, 9 AM to 1 PM on Maple Street between Jefferson & Barnes. They do mini-markets during TNL Courthouse Concerts and at the Ingham County Fair again this year. On August 24th only, the market will be at the pavilion by Austin Park.

Darrell's Market & Hardware will have their 17th Annual Car Show on Sunday, August 4th from 10 AM to 4 PM. Live music will feature The Sea Cruisers. Lunch will be available. **Darrell's Market & Hardware** is located at 4520 W. Columbia, three miles west of Mason. Net proceeds benefit the **Rotary Club of Mason's Polio Plus project**.



Mason Aviation Day 2019 will be hosted by **EAA Chapter 55** on Saturday, August 17. They will serve up pancake breakfast with eggs and sausage from 7:30 a.m. to 11:00 a.m. There will be lunch (BBQ Pork Sandwiches/Brats/Dogs available) from noon to 2:00 p.m. Many homebuilt, antique, and general aviation aircraft are expected throughout the day, along with a variety of displays and exhibits. All **Chapter 55** events are held at **Mason Jewett Airport**; Eden Road at Kipp Road (south of the **Ingham County Fairgrounds**.) Admission and parking for all events is free. Donations benefit the Newberry Aviation Scholarship Fund. For more information visit the www.EAA55.org website.

Mason Optimist Club presents the Youth Sports Day at **Burchfield Ingham County Park**, 881 Grovenburg Road, on Saturday, August 24, 2019. Registration begins at 8:00 a.m. and the event ends at 2:00 p.m. Activities include fishing, air rifle shooting, archery instruction, disc golf, kayaking, canoeing, **Potter Park Zoo** animal exhibits, etc. A free lunch is provided for all children in attendance. Participation is free. There is a parking fee of \$3 for Ingham County residents and \$5 for non-residents.



WE WELCOME OUR NEWEST MASON CHAMBER MEMBERS

...at the Basic level:

M&M MOVING AND STORAGE

800 E. St. Joseph Street
Lansing, MI 48912
Mail: 4608 W. Michigan Avenue
Lansing, MI 48917
Phone: (517) 977-8859 - Mobile: (517) 204-1312
Mark Lewis, President – mark@mmmovingandstorage.com
www.mmmovingandstorage.com



M&M Moving and Storage is a commercial and residential moving and storage company.

...at the Professional level:



FIRST NATIONAL BANK OF MICHIGAN

Home Office: 348 W. Michigan Avenue
Kalamazoo, MI 49007 - Phone: (269) 349-0100
Melanie Squires, Vice President
mlsquires@fnbmichigan.com
Phone: (517) 347-7640 – Mobile: (517) 643-3565

First National Bank of Michigan offers the full complement of banking services, mortgages, and loans -- with a special emphasis on commercial banking. They will soon be opening a Lansing office.

MASON CHAMBER EXECUTIVE TO RETIRE IN OCTOBER 2019

Doug Klein has announced his plans to retire as executive director of the Mason Area Chamber of Commerce in October 2019. He is the longest serving executive director of the MACC, a 47-year old business association and community organization with over 300 businesses and organizations as members.

Doug Klein first got involved with the Mason Area Chamber in early 1996 as adjunct staff for one semester through a program of his employer **Lansing Community College**. He soon became a Chamber volunteer, committee and board member, and eventually the Chamber's volunteer president in 2000. In April 2005, Doug Klein became the executive director of the Mason Area Chamber of Commerce.

His involvement with Mason Chamber activities was recognized by the MACC with their President's Award in 2004 and their Special Recognition Award in 2013. He has also served on committees of the **Lansing Regional Chamber of Commerce** and has been a **LRCC** Ambassador in past years.

In August 2018, Doug Klein retired from **Lansing Community College** as an adjunct professor of public relations, communication, business, and marketing. In his 28 years at **LCC**, Doug Klein earned recognition on four separate occasions as a "Salute to Excellence" and "Employee Recognition" award winner – twice individually and twice again as part of a team effort. He also served as an academic advisor and administrator for the College.

A Mason resident since 1978, Doug Klein lives in town with Peggy, his wife of 45 years. She is a retired Stockbridge Community Schools teacher. Their daughter Anne lives in Mason with her husband Nick and their three children Sam, Adele, and Griffin. Their son Peter also lives in Mason with his wife Rhiannon and their daughter Charlie.

After retirement from MACC, he plans to continue consulting for a limited and select number of businesses and organizations through his one-person PR and marketing firm, **Star Associates**. Doug Klein specializes in planning and implementing marketing, management, education, and communication programs for small businesses and educational institutions. He is also expert in coordinating public communication strategies for community organizations and associations.

Going beyond Doug Klein's work activities, his other volunteer activities have included membership in the **Friends of the Mason Library**, board member of the **Mason Farmers Market Association**, and current member and president of the **Mason Area Historical Society**. He has also been involved with the **Mason Promise Scholarship**, the **Relay for Life**, **Sun Dried Music Festival**, **Ingham County Fair Foundation**, and other community groups. He plans to continue some of those activities after retirement.

As a **City of Mason** volunteer, he produces and maintains community announcements on their "Channel 21" PEG channel and was recognized by the City for that contribution with a mayoral proclamation in 2010. He was named to the **City's Historic District Commission** in late 2018. In April 2019, he received another mayoral proclamation as the **City's Arbor Day** honoree. More recently, he also became a member of the **Mason Lions Club** and was named the club's "Lion of the Year" in May of 2019.

A member of the Public Relations Society of America since 1983, and 2003 President of the Central Michigan Chapter of PRSA, he holds the prestigious APR designation (Accreditation in Public



Relations) from the Society. In 2005, Doug Klein was awarded with their highest local honor, the PACE Maker of the Year. He was inducted into the American Marketing Association's national honorary Alpha Mu Alpha in 2012. In 2010, he also became a Certified Tourism Ambassador through the Greater Lansing Convention and Visitors Bureau, who recognized him as CTA of the Year in 2017.

Continuing a strong history of community service activities, Doug Klein served for over a decade on the editorial board of the Greater Lansing Business Monthly magazine. Doug Klein was **LCC's** representative on the Board of Partners for the Closing the Digital Gap Program, headquartered at the Black Child and Family Institute in Lansing for many years. A graduate of Lansing Everett High School and former president of the Lansing Junior Board of Education, he has been a volunteer for the Commission for Lansing Schools Success and has been a Junior Achievement program volunteer.

SUMMERTIME MACC RAFFLE DRAWING IS ON AUGUST 8

For the eighteenth year in a row, the Mason Area Chamber of Commerce is holding its annual community raffle. This year, the raffle has a summer and a winter edition. The summer raffle drawing will take place on the west side of the **Ingham County Courthouse**, 341 S. Jefferson in downtown Mason on Thursday, August 8, 2019 at 7:00 p.m. A first prize valued at well over \$1,000 will go to the lucky holder of the winning ticket in the annual MACC raffle (ML#R52611), presented by **LAFCU** - "Your Credit Union for Life."



There will be a Thursday Night Live Courthouse Concert in the same location starting at 6:00 p.m. featuring The Backwoods Band, that is presented by **Independent Bank** and sponsored by **Dart Bank**. The cost of each ticket is \$5. Only 4000 tickets maximum will be sold, and all tickets sold will have an equal chance of winning the first prize package. You need not be present to win. Net proceeds of the raffle will benefit the Mason Area Chamber of Commerce's "Hometown U.S.A." fund for community events, identity, and improvement programs. See the raffle drawing insert in this newsletter for raffle details and a full list of sponsors.



"We are pleased to announce that **Morrow Roofing, Inc.** is merging with Weather Shield Roofing Systems, Inc. in Grand Rapids, MI. *Better Together* -- That is our vision for our merger with Weather Shield. We will have a new ability to provide our clients with even better service and

better pricing. We will be stronger and more capable while still remaining agile enough to serve the roofing needs of our clients with the same professionalism, integrity, and responsiveness that they have been accustomed to," said **Morrow Roofing** President Ken McNulty. "We are thankful for the continued trust placed in us by our clients as we join Weather Shield and look forward to serving them in this capacity well into the future."



THERE'S A PLACE FOR YOU ON CHAMBER COMMITTEES

The Chamber's Board of Directors relies on many committees to plan, implement, and evaluate programs and activities during the year. Each committee depends on volunteers like you to contribute time and energy to help make every activity a value for Chamber members. Contact the Chamber office to get in on the action! Ad hoc committees meet as necessary, usually only three or four times a year. Standing committees meet monthly and make their reports to the Board of Directors. Four of these standing committees and their chairpersons and secretaries are:

Ambassadors Committee – Mike Waltz, **Mason Kiwanis Club** & Jeff Haueter, **Mason A&W** -- The Ambassadors Committee helps members get the most value from their Chamber membership by coordinating networking events, sponsoring ribbon cuttings to bring attention to business milestones, and by providing a variety of additional opportunities to mentor new and current members. They oversee all of the Chamber's networking events, for which there are several ad hoc committees.

Economic Development Committee – Cheryl Benjamin, **Dart Container** & Don Waskiewicz, **Deep Blue Insights** -- The Economic Development Committee seeks out opportunities for business growth in the Mason area to create value for our entire business community. They maintain a list of available commercial space, identify and help resolve issues that may inhibit business growth, and provide community information to prospective business partners to promote economic growth.

Hometown USA Committee – Debbie Shattuck, **Maple Street Mall** & Jamie Robinson, **Darrell's & Bestsellers** -- The Hometown USA Committee has an overall objective of highlighting the value of the Mason area and Mason area businesses through supporting the marketing and promotional activities of members. Organizing group advertising programs, assisting with marketing planning, promoting buying locally, and much more -- are all activities aimed at bringing more business to the Mason area and keeping resident's dollars close to home. They oversee all of the Chamber's community events, for which there are several ad hoc committees.

Membership Services Committee – Melanie Squires, **First National Bank of Michigan** & Scott Ring, **MSU Federal Credit Union**, The Membership Services Committee recommends new Chamber member services and enhances the value of membership by providing opportunities for businesses to become more efficient and effective. The committee looks for new services and programs that add value to Chamber membership. They organize and work on the annual MACC Raffle and other fundraisers that provide essential funding for creating value in our community.

2019 MACC Board of Directors

Mike Waltz President
Kiwanis Club of Mason

Melanie Squires Vice President
First National Bank of Michigan

Aaron Fiedler Treasurer
Fiedler Insurance Agency

Don Kill Past President
Mason Optimist Club

Cheryl Benjamin *Dart Container Corporation*
 Jeff Haueter..... *A&W Restaurant*
 Ryan Petty..... *Weather Vane Roofing*
 Scott Ring *MSU Federal Credit Union*
 Jamie Robinson..... *Darrell's Market & Bestsellers*
 Debbie Shattuck..... *Maple Street Mall*
 Jodi Somerville *Mason Public Schools & MSE&TC*
 Don Waskiewicz..... *Deep Blue Insights*
 Beth Yeider..... *Independent Bank*

Doug Klein Executive Director
 Victoria Bowerman Administrative Assistant
 Hannah Warvel Program Assistant

www.masonchamber.org

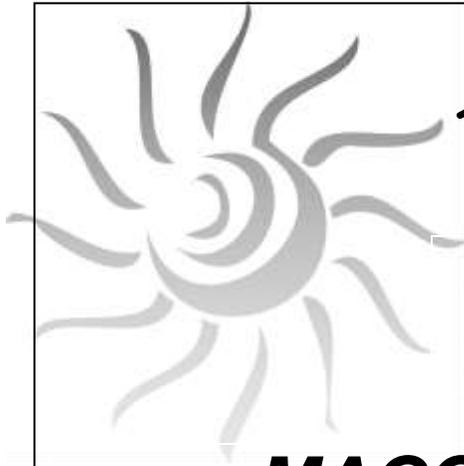


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Mason Area Chamber of Commerce 18th Annual MACC Raffle

PRESENTED BY **LAFCU** ML#R52611
YOUR CREDIT UNION FOR LIFE



Come to the Raffle Drawing at 7:00 PM on Thursday, August 9, 2018 on the west side of the Ingham County Courthouse, 341 S. Jefferson in downtown Mason.

SIGNATURE SPONSORS **ACE Hardware** **DART**

SPONSORED BY:
CP Federal, Total Firearms, Mason Rotary Club, Star Associates, Ingham County Parks, Darrell's Market, Merindorf Meats, Mason A&W, and other MACC members
Full list available at www.masonchamber.org

18th annual **MACC Raffle**** Part A: Summer

1st Prize Package - Summer Smokin'
(Electric smoker, meat bundle, accessories, and more) valued at over \$1000

2nd Prize Package - Summer Paddlin'
(Standing paddleboard, paddle, life jacket, and more) valued at over \$600

3rd Prize Package - Summer Glidin'
(Outdoor patio glider, patio accessories, and more) valued at over \$300

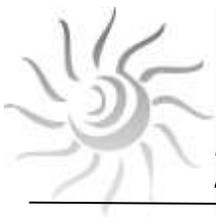


The 2019 MACC Raffle Part A: Summer is licensed event ML#R52611. Net proceeds benefit the Chamber's "Hometown USA" Fund for community events, identity, and improvement programs. Thanks for your support of our community! At the drawing on August 8, 2019, there will be a Thursday Night Live Courthouse Concert in the same location starting at 6 PM featuring The Backwoods Band, that is presented by Independent Bank. The drawing will take place shortly after 7:00 PM. See www.masonchamber.org for raffle details and a full list of sponsors. Need not be present to win. All tickets sold have an equal chance of winning the First Prize Package. A random drawing from all remaining tickets sold will then be done for the second and third prize packages.

**Before taxes, subject to federal withholding, all taxes are the responsibility of the winner.

Ticket Price \$5.00 each ~ ONLY 4000 TICKETS WILL BE SOLD
All Tickets Sold Have an Equal Chance of Winning the First Prize Package! You need not be present to win.

See Official Rules on the back...



PRESENTED BY



2019 MACC Raffle

PART A: SUMMER

The 2019 MACC Raffle Part A: Summer is a licensed event ML#R52611. Net proceeds benefit the Chamber's "Hometown USA" Fund for community events, identity, and improvement programs. Thanks for your support of our community!

SIGNATURE SPONSORS



2019 MACC Raffle Rules:

**Before taxes, subject to federal withholding, all taxes are responsibility of the winner.

ML#R52611

The MACC Raffle** ticket price for 2019 is \$5 per ticket to allow most people in our community to participate in supporting the MACC "Hometown USA" Fund that provides for Mason area community events, improvements, and promotions. Only 4000 tickets are available for sale. The winning ticket holders need not be present to win the prize packages. The prize package winners will be selected by random drawing from valid tickets sold.

The drawing will be conducted by a random drawing method shortly after 7:00 PM on August 8, 2019, on the west side of the Ingham County Courthouse, 341 S. Jefferson in downtown Mason. Officials will place and verify numbered ticket stubs in a drum. These stubs will represent all tickets sold. They will randomize the stubs in the drum and draw a ticket stub as the winner of the first prize package.

The person who owns the raffle ticket corresponding to the first drawn stub will be the winner of the First Prize Package. The Second Prize Package and Third Prize Packages will then be drawn in a similar fashion from remaining tickets. The prizes will go to the "Ticket Holder of Record" according to the Mason Area Chamber of Commerce (MACC). A "Ticket Holder of Record" is defined as the individual person recorded who purchased the ticket from a MACC individual representative.

The winners of the prize packages will take delivery no earlier than 11:30 AM on Monday, August 12, 2019 at the Chamber office, 148 E. Ash Street in downtown Mason. While not expected to be required, the prizes may be subject to Federal income tax withholding and those monies may be subtracted from the prize and must be immediately paid to the IRS on behalf of the winner.

No organizations or business entities may purchase or sell tickets, unless in the name of specific individuals. No persons under age 18 may buy a MACC Raffle Ticket, nor may they be a "Ticket Holder of Record". If you transfer ownership of your ticket, you must do so prior to July 31, 2019 and you **MUST** notify the Mason Area Chamber of Commerce before that date. Buyers of tickets must pay for ticket purchases at once, by cash, check, or VISA/MasterCard. Upon issuance of a ticket, all sales are final and non-refundable. Only employees of the MACC are ineligible to buy raffle tickets. Until payment is received, ownership of all tickets will remain with the MACC. Ticket holders and individual ticket sellers will not hold the MACC responsible or liable for any accidents, theft, or damages resulting from their participation in this raffle or the drawing event. Ticket holders, by purchase of a ticket, agree to allow the Chamber to use their names, photos, and statements in promotional materials. MACC may share ticket holder information with participating MACC Raffle sponsors.

The purchase of one \$5 MACC Raffle ticket entitles the "Ticket Holder of Record" to be present at the site for the drawing of the prizes shortly after 7:00 PM on August 8, 2019. The Mason Area Chamber of Commerce, and its records, will have the final word in all transactions and/or disputes. There is paperwork for the prize winners that requires later processing to be completed on Monday, August 12, 2019 after 11:30 AM at the MACC office, 148 E. Ash Street, Mason, MI 48854.

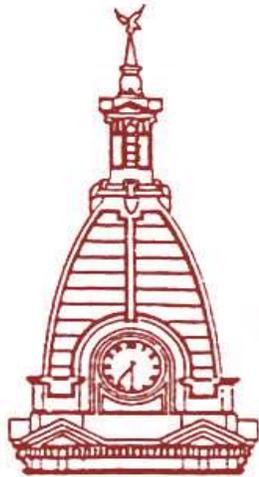


46th annual

Down Home Days

Down Home Days in Mason, Michigan - Hometown U.S.A.

*TNL Courthouse Concert:
Thursday, September 19,
Fall Family/Fido Walk:
Friday, September 20 &
46th annual Down Home
Days Courthouse Show:
Saturday, September 21*



The 46th annual "Down Home Days" 2019 Festival in downtown Mason has a wide variety of community events and programs that are put on by a number of groups. The major event is the Courthouse Show during the day on Saturday, September 21st. The outdoor show (on Saturday only) is held around the Ingham County Courthouse in downtown Mason and goes on rain or shine. Show hours are 9 AM to 4:30 PM. Show your community pride! To participate in Down Home Days as a sponsor, complete the form on this page, make your check payable to MACC and mail it in to us right away!



Mason Area Chamber of Commerce

148 E. Ash Street - Mason, MI 48854
Phone: (517) 676-1046 - Fax: (517) 676-8504
masonchamber@masonchamber.org
www.masonchamber.org



Please reserve this \$1000 sponsorship for us:

O Down Home Days Festival Sponsor (1 available)
THANKS TO CAPEX LAND COMPANY --

FRIDAY FAMILY / FIDO WALK SPONSOR
THANKS TO CHRIS BUCK – MODERN WOODMEN

FRATERNAL FINANCIAL – DOWN HOME
DAYS COURTHOUSE SHOW SPONSOR

THANKS TO DART CONTAINER CORPORATION –
SATURDAY ENTERTAINMENT SPONSOR

THANKS TO WARE'S PHARMACY –
SATURDAY ENTERTAINMENT SPONSOR

Please reserve this \$100 sponsorship for us:

O Saturday Special Event Sponsor (3 available)

Please reserve this \$50 sponsorship /
booth space for us: (3 available)

O Saturday "Community Corner" Booth

CONTACT NAME: _____

BUSINESS/ORGANIZATION: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE: _____

E-MAIL: _____

46th annual - Mason's Down Home Days

BUY LOCALLY- KEEP YOUR PROMOTIONS LOCAL TOO!

PLEASE POST

The Mason Area Chamber of Commerce has a 30-hour per week job opening for an Executive Director beginning in October. Responsibilities include managing community and Chamber events, operations, volunteers, and employees. Relevant experience, education, and skills are essential. The Executive Director reports to the MACC Board of Directors and the position pays \$30,000 per year. No benefits are available, but there is some flexibility in scheduling work hours. Send a resume and cover letter to the Mason Area Chamber of Commerce, 148 E. Ash Street, Mason, MI 48854, or email to masonchamber@masonchamber.org

MACC Executive Director Job Description

(March 2005, Revised 2006, 2019)

TITLE: Executive Director

REPORTS TO: Board of Directors

GENERAL: The Executive Director is the "Chief Executive Officer" of the Mason Area Chamber of Commerce, reporting to the 13-member Board of Directors who set the policy and direction of the Chamber. The Executive Director is responsible for carrying out the policies and direction on a day-to-day basis and for developing longer-term programs, events and activities to achieve the Board's goals. The Executive Director is expected to manage the Chamber in a business-like manner with adherence to budgets, maintaining a favorable public perception, and with the assistance and support of staff and volunteers.

Two priorities of managing the Chamber are: (1) providing services to the membership, and (2) growing the membership. Providing services to the membership is the Executive Director's primary responsibility while growing the membership is a shared responsibility of the Board and the Executive Director. The Board, either through individual personal action or through a membership committee, is responsible for soliciting new members with strong staff support from the Executive Director. The Executive Director is responsible for maintaining a welcoming setting for new members and for seeking new members when appropriate.

SCOPE: Overall responsibilities include, but are not limited to, develop and implement the annual program of work, prepare and manage budgets, implement events and activities, manage and coordinate the daily activities of the organization, coordinate the Chamber's volunteer network, is the secretary to the Board of Directors, prepares agenda packets for meetings and compiles minutes of meetings as provided by the secretary(s), provides media relations, and is liaison with community-wide organizations and governments.

RESPONSIBILITIES & DUTIES:

I. PROGRAM OF WORK

- A. Prepare the annual Program of Work based on organizational goals, objectives and priorities. Present the Program of Work to the Board of Directors for approval.
- B. Carry out the Program of Work with the organizational team of staff and volunteers.
- C. Implement and manage the Chamber's annual program of events and activities with the staff and volunteers to achieve the desired results.

II. FINANCE

- A. Prepare the annual operating budget to implement the Program of Work. Present the budget to the Board of Directors for approval.
- B. Manage the annual operating budget to produce the anticipated results.
- C. Prepare and manage budgets for all Chamber-sponsored events and activities.
- D. Present a monthly statement of financial status relating to the annual operating budget to the Board of Directors.
- E. Maintain financial records of all members including billing of dues, recording of payments.
- F. Maintain financial records of all payments made to the Chamber and for all expenses made by the Chamber.
- G. Provide all financial records for a review or audit on a 3-year cycle.
- H. Implement and monitor all internal controls as required by the Board of Directors.

III. POLICY

- A. Advise the President, Board of Directors and Executive Committee on matters of policy for the Chamber.
- B. Provide guidance to committees as they develop proposals for programs, events, and activities to assure the proposals are in adherence with organizational policies and direction.
- C. Provide guidance to the Board of Directors on adherence to the organizational By-Laws and to the organization's IRS 501(c)(6) tax exempt status.

IV. COMMITTEES

- A. Assign events and activities to the appropriate committees and assist the committee chairpersons to achieve results.
- B. Prepare or assist in the preparation of committee meeting notices and agendas for efficient committee meetings.

V. PUBLIC RELATIONS

- A. Responsible for all communications - written, verbal, and visual - to the membership and the community. Coordinate all communications to assure consistency of message.
- B. Prepare or direct the preparation of Chamber publications such as pamphlets, leaflets, membership directory, newsletter, flyers.
- C. Prepare or direct the preparation of news articles, feature articles, and other methods of communication reflecting the views of the organization.
- D. Represent the organization at meetings and on appropriate committees within the Mason area.
- E. Maintain close contact with other groups and organizations in the community and provide advice on the effects of their programs on the business community.

VI. PERSONNEL

- A. Utilize a team concept with the Chamber staff in achieving organizational responsibilities.
- B. Provide leadership that promotes volunteer participation on committees and encourages a large cadre of volunteers to carry out successful events and activities.
- C. Conduct annual performance review for all employees.

VII. MEMBERSHIP DEVELOPMENT

- A. Develop and maintain a program of contacting businesses within the 48854 zip code that are not Chamber members and invite their membership.
- B. Encourage membership from any business, regardless of their zip code, when they initiate contact.

VIII. GENERAL

- A. Perform other duties as may be assigned by the Board of Directors.

EVALUATION: The Board of Directors will conduct an annual performance review and evaluation which may include, but not limited to, review of key performance indicators, setting of performance goals and objectives, and the use of other measurement tools as determined by the Board of Directors.

REQUIRED PROFESSIONAL SKILLS:

- Associates Degree or higher, 3-5 years professional experience in lieu of degree.
- Experience in non-profit management and knowledge of principles, 2 years minimum.
- Commitment to ongoing training to remain current in non-profit operations.
- Comprehensive knowledge of social media platforms.
- Comprehensive knowledge of computer operation and productivity software.
- Public speaking and public relations experience, 2 years minimum.
- Employee management experience, 2 years minimum, including management of volunteers.
- Experience with fund raising activities, planning and implementation, 2 years minimum.
- Experience with membership-based type organizations, 2 years minimum.
- Experience with organizational dynamics and conflict resolution.

BACKGROUND CHECK AND DRUG TEST:

Any offer of employment is contingent upon completion of a background check and drug test to the satisfaction of the Board of Directors.