



JOB TITLE: Chapter President

REPORTS TO: Board of Directors & Executive Committee

DIRECT REPORTS: Accounting, VP Education, Workforce Development, VP Membership

ASSOCIATIONS: ABC Ohio Valley (ABC Ohio & ABC National), OVCEF (Ohio Valley Construction Education Foundation), MID-America OSHA, TOOLS Foundation, HBA (Home Builders Association, Dayton)

JOB SUMMARY: The ABC Ohio Valley President leads the development and execution of strategic initiatives to achieve the organization's mission and goals efficiently and cost-effectively. This role is responsible for driving membership growth and retention, providing leadership and oversight to a high-performing team, financial leadership and oversight, and enhancing the organization's political influence to promote the Merit Shop Philosophy and values.

Key performance objectives in order of priority with projected time allocation are:

1. Strategy & Planning: Leads the development and execution of a cohesive strategy that aligns with the Chapter's mission and objectives. 5%
2. Membership Growth & Retention: Drives membership growth and retention by delivering a compelling value proposition that addresses the diverse needs of our members. 30%
3. Team Leadership & Administration: Provides leadership, development, and oversight of staff to develop a high-performing team that consistently exceeds the Chapter's objectives. 15%
4. Political Advocacy: Enhances the political influence of ABC to promote and advance the Merit Shop Philosophy and Free Enterprise at the local, state, and federal levels. 20%
5. Board and Committee Relations: Engages and communicates regularly with the Board of Directors and Committees, providing comprehensive updates on internal, economic, legislative, and industry matters to support informed decision-making. 15%
6. Financial Oversight: Provides financial leadership and oversight to ensure financial stability and effective management of the Chapter's budget. 5%

Note: Ten percent of time is reserved for ancillary responsibilities and activities unrelated to the performance objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The responsibilities listed are fundamental to the position and must be performed successfully to achieve the key performance objectives of the role. Other responsibilities may be assigned.

- 1) Strategy & Planning: Leads the development and execution of a cohesive strategy that aligns with the Chapter's mission and objectives.
 - a) Collaborates with the Board of Directors annually to develop a strategic plan for the Chapter aligned with the overarching ABC Association-Wide Strategic Plan.
 - b) Participates in long-range planning, establishing both short- and long-term goals and developing implementation and action plans.

- c) Implements the strategies and action plans of the Strategic Plan in collaboration with the Board of Directors and Chapter Committees.
 - d) Monitors, measures, and reports progress against the Strategic Plan to the Board of Directors and Membership.
- 2) Membership Growth & Retention: Drives membership growth and retention by delivering a compelling value proposition that addresses the diverse needs of our members.
- a) Plans, develops, and implements new programs and ideas, working closely with committee leaders to evaluate services and recommend strategies to enhance and increase membership involvement.
 - b) Continuously seeks ways to improve the level of services and membership value for members. Utilizes industry knowledge to provide information and technical assistance to members, enhancing their business operations.
 - c) Visits members' businesses to maintain goodwill, encourage greater participation in organizational activities, and assess member needs and satisfaction levels.
 - d) Identifies and implements strategies to motivate members to actively participate in ABC activities.
 - e) Directs and promotes education and training programs sponsored by OVCEF to support member development.
 - f) Oversees the preparation of educational and informative materials for distribution to members through email campaigns, newsletters, magazines, press releases, websites, and social media.
 - g) Maintains a vigorous recruitment program to attract new members across all areas of Chapter jurisdiction.
 - h) Works with officers to ensure the membership roster is current and complete, ensuring all members receive equal access to services and information provided by the Board of Directors.
 - i) Reviews and responds to HR and Labor inquiries from members. Recommends investigations into appropriate members' professional ethics, conduct, or financial responsibility to uphold quasi-legal standards of membership.
 - j) Serves as the liaison for members to the ABC Board of Directors, OVCEF Board of Trustees, and specified chapter committees.
 - k) Maintains services to members in the following areas:
 - (1) Apprenticeship training programs
 - (2) Legal referral service
 - (3) Seminars, social events, membership meetings
 - (4) Information on prevailing wage requirements
 - (5) Jobsite compliance information in matters involving union activities
 - (6) First Aid Training and other Safety programs
 - (7) Business Promotion/Discount programs

(8) Innovative ideas

3) Team Leadership & Administration: Provides leadership, development, and oversight of staff to develop a high-performing team that consistently exceeds the Chapter's objectives.

a) Supervises all Chapter staff, directly overseeing the VP of Membership, VP of Education, Accounting/Finance Director, TOOLS Program/HBA Executive Directors, and Marketing Manager. Builds a strong internal organization through effective interviewing, hiring, and training. Empowers staff by planning, assigning, and directing work to capitalize on each individual's strengths. Holds staff accountable by appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems. Determines appropriate compensation and bonuses for employees.

b) Oversees, develops, and documents efficient processes to ensure the Chapter is user-friendly for members.

c) Monitors compliance of all Chapter activities with Chapter By-Laws, Policy Manual, and Board of Directors' instructions, ensuring adherence to national standards.

d) Oversees all purchasing and maintenance agreements including building maintenance, repair costs, and insurance coverages.

4) Political Advocacy: Enhances the political influence of ABC to promote and advance the Merit Shop Philosophy and Free Enterprise at the local, state, and federal levels.

a) Maintains regular contact with legal counsel to exchange information beneficial to the membership. Obtains and submits necessary information to legal counsel for assigned projects.

b) Engages with elected officials and attends local public meetings to Oppose Project Labor Agreements (PLA's) & Responsible Contractor Ordinances (RCO's). Tracks PLA's, RCO's, and other discriminatory union activities and responds accordingly to advance and defend the principles of the merit shop philosophy.

c) Collaborates with ABC of Ohio on communications with state lobbyists and on matters of common interest with the Central Ohio and Northern Ohio Chapters.

d) Represents ABC at political fundraisers and events, lobbying for ABC positions at local, state, and federal legislative levels, and delivering testimony as needed.

e) Serves as spokesperson for the Chapter along with the Chairman.

f) Meets with outside organizations such as HBA, DRMA, AIA, IEC, Board of Realtors, Spirit of Construction Foundation, and other trade associations on matters of interest or promotional benefit to ABC.

g) Maintains close rapport with the Regional Vice Chair and President of ABC National.

h) Upholds ABC's image as the voice of the merit shop, ensuring it is not perceived as anti-union.

i) Actively participates in ABC National functions, including board meetings, conventions, leadership conferences, legislative conferences, Presidents' conferences, and other national activities to maintain the stature of the Ohio Valley Chapter.

5) Board and Committee Relations: Engages and communicates regularly with the Board of Directors and Committees, providing comprehensive updates on internal, economic, legislative, and industry matters to support informed decision-making.

- a) Reports to the Board of Directors at all regular and special meetings on matters of interest, attending all board and executive committee meetings. Oversees and/or prepares agendas and works with the secretary to edit and distribute minutes.
 - b) Takes immediate action to implement Board decisions. In matters of controversy, the decision of the Chairman rules.
 - c) Provides necessary information and data to the Board as required. Maintains board policy manual and schedules meetings as required.
 - d) Maintains direct communication with members of the Executive Committee. Keeps committees informed on all factors influencing fiscal and operational matters.
 - e) Inspires and monitors committee activities to ensure relevant information is made available to the Board of Directors.
 - f) Actively participates in all committee deliberations related to the management of Chapter functions and activities.
 - g) Encourages Board participation with National ABC initiatives.
 - h) Assist in the strategic recruitment of board members.
 - i) Schedules and conducts an annual orientation for board members.
 - j) Engages legal counsel for specific issues as approved by the Executive Committee and may engage counsel with the Chairman's approval in urgent situations.
- 6) Financial Oversight: Provides financial leadership and oversight to ensure financial stability and effective management of the Chapter's budget.
- a) Oversees budget preparation for ABC Ohio Valley, Ohio Valley Construction Education Foundation (OVCEF), TOOLS Foundation, Mid-America OSHA, and Dayton's Home Builder Association (HBA).
 - b) Provides financial leadership and oversight to ensure the Chapter's financial health and compliance. Authorized signatory on all Chapter bank accounts.
 - c) Establishes due policies and oversees dues collections, payment plans, and other dues matters.
- PERFORMANCE FACTORS:** The performance factors described here are core abilities that contribute to carrying out the assigned responsibilities and achieving the performance objectives of this job.
- 1) Goal Orientation: Acts instinctively to achieve objectives without supervision; expends the necessary time and effort to achieve goals; recognizes and acts on opportunities to advance progress to meet goals; establishes and works toward ambitious and challenging goals; develops and implements strategies to meet objectives; measures effectiveness and performance to ensure results are attained; acts with a determination to achieve goals; demonstrates persistence in overcoming obstacles to meet objectives; takes calculated risks to achieve results; employs a strategy that affects how they approach tasks and future projects.
 - 2) Teamwork: Respects team members and their individual perspectives; makes team objectives a priority; works toward consensus when team decisions are required; meets agreed-upon deadlines on team assignments and commitments; shares responsibility with team members for successes and failures; keeps team members informed regarding projects; supports team decisions; recognizes and appreciates the contributions of team members. 9. Behaves in a manner consistent with team values and mission; provides

constructive feedback to team members; responds positively to feedback from team members; raises and/or confronts issues limiting team effectiveness.

3) Time and Priority Management: Effectively manages difficulties and delays to complete tasks on time; effectively manages time and priorities to meet deadlines; presents completed tasks on or before the deadline; demonstrates an ability to maintain deadlines in the midst of crisis; strives to improve prioritization; balances timelines and desired outcomes; takes initiative and prioritizes tasks to stay on schedule; accepts responsibility for deadlines and results; creates an environment conducive to effectiveness; reduces the amount of time spent on non-priorities.

4) Personal Accountability: Demonstrates the ability to self-evaluate; strives to take responsibility for their actions; evaluates many aspects of their personal actions; recognizes when they have made a mistake.; accepts personal responsibility for outcomes; utilizes feedback; observes and analyzes data to learn from mistakes; sees new possibilities by examining personal performance; accepts responsibility for actions and results; willing to take ownership of situations.

5) Leadership: Inspires others with a compelling vision; takes risks for the sake of principles, values or missions; builds trust and demonstrates integrity with noticeable congruence between words and actions; demonstrates optimism and positive expectations of others; delegates appropriate responsibilities and authority; involves people in decisions that affect them; addresses performance issues promptly, fairly and consistently; adapts methods and approaches to the needs and motivations of others; makes decisions to avoid or mitigate the negative consequences for people; demonstrates loyalty to constituents.

6) Customer Focus: Strives to anticipate, identify and understand customers' wants, needs and concerns; responds to customers with a sense of urgency; follows through on customer requests; is patient and courteous with customers; resolves issues and complaints to the satisfaction of customers; expends extraordinary effort to satisfy customers; develops relationships with customers; partners with customers to assist them in achieving their objectives; acts as an advocate for customers' needs; takes professional risks for the sake of customers' needs.

7) Self-Starting: Possesses a strong work ethic and belief in getting results; takes initiative and does whatever it takes to achieve objectives; projects self-assurance in getting the task started; starts quickly to avoid setbacks; asserts self in personal and professional life; willing to begin working regardless of circumstances; accepts personal responsibility for achieving personal and professional goals; functions effectively and achieves results regardless of circumstances; takes initiative and acts without waiting for direction; displays self-confidence, conscientiousness, assertiveness, persistence and is achievement-oriented.

To Apply:

To apply, please send cover letter and resume to the attention of jobs@abc.org.

The deadline to apply is August 30, 2024.