



## **Mississauga Board of Trade**

### **Position Description**

**Title:** President & CEO

**Reports to:** MBOT Board of Directors

**Salary Range:** TBD (commensurate with experience)

**Location:** Mississauga Board of Trade Office, 77 City Centre Drive, Suite 701, Mississauga ON L5B 1M5

**Date Revised:** December 2025

### **Position Summary:**

The President & CEO acts as the chief officer of the Mississauga Board of Trade (MBOT). As such, the position holder is responsible for the day to day activities of MBOT and accountable to the Board of Directors, for operating within Board-approved By-laws and policies, and for developing and implementing business/financial/communication/marketing/human resources/advocacy plans and budgets.

The President & CEO is responsible for building and maintaining relationships with key stakeholders including the City of Mississauga, members of the federal, provincial and municipal governments, the Canadian and Ontario Chambers of Commerce, other local chambers, the media, local business leaders, suppliers, the business community, members and other stakeholders including volunteers and partners of MBOT.

### **Dimensions:**

Number of Staff: 10

Business Members: 800 companies

Total Operating Budget: \$1.5 million

### **Key Accountabilities:**

#### **1. Strategic Planning and Policies**

- Work with the Board of Directors and the Executive Committee, taking a lead role in developing and executing on MBOT's strategic plan, annual budget and business plans.
- Ensure full and complete compliance with MBOT By-laws, policies and government regulations and statutes.
- Ensure the integrity and viability of MBOT's finances, including control of operating expenditures, monthly financial reviews/updates and recommendations to the Board of Directors and the Executive Committee.

#### **2. Operations**

- Manage and ensure the achievement of MBOT objectives with respect to membership, revenues, expenses, programs and services, public relations, employee relations, stakeholder relations, and MBOT's overall image and standing in the community.
- Ensure proper stewardship of all chamber assets and facilities.
- Supervise and provide feedback to Board on all committee/task force activities.
- Provide guidance and direction to committee chairs in relation to programs, seminars, meetings, events and policy activities.
- Secure corporate sponsorships and guide fundraising activities for MBOT events.
- Represent MBOT whenever possible, at official MBOT and stakeholder events and functions.

### **3. Human Resources**

- Hire, train, manage and direct the activities and performance of all staff at MBOT, in alignment with strategic objectives.
- Determine appropriate level of personnel and other resources required to achieve chamber goals, and the applicable organizational structure, subject to budget approved by Board.
- Administer all Human Resources policies as prescribed by Board.
- Encourage effective and positive working relationships amongst staff, open communications and teamwork, in order to optimize staff performance.
- Lead and oversee annual staff performance review process, including setting of staff development and job objectives.

### **4. Stakeholder & Public Relations and Communications**

- Build and cultivate relationships with all stakeholders including: City of Mississauga, University of Toronto Mississauga, Sheridan College, members of the federal, provincial and municipal governments, the Canadian and Ontario Chambers of Commerce, other local Chambers of Commerce, the media, volunteers, and the overall business community.
- Represent or designate a representative of MBOT on various City of Mississauga committees and with other leading partner organizations.
- Maintain positive relationships within MBOT, its members, volunteers, other clients and suppliers.
- Ensure chamber appropriate representation at any relevant business and public events, including representation by Chair, members of Board, and staff.
- Oversee any and all communications from MBOT on any matters, including but not limited to, media releases, electronic newsletters, publications, marketing materials, and social media.

### **5. Policy Advocacy**

- Develop and execute on annual policy advocacy plan, ensuring formal positions and submissions are well researched, including policy submissions for Canadian and Ontario Chambers of Commerce.
- Develop and direct nonpolitically partisan deputations at all levels of government.

### **Position Requirements:**

- Post secondary education in business, public administration, political science, communications, commerce or a related discipline
- Five to seven years in a senior leadership role in the not-for-profit or private sectors and/or with comparable business associations
- Solid business management skills with a strong working knowledge of a variety of business functions including finance, sales/marketing, communications, public relations and human resources.
- Proven team leadership abilities, and a solid understanding of non-for-profit governance and working with volunteers
- Ability to build and cultivate productive relationships with a wide range of stakeholders
- Superior interpersonal and negotiation skills
- Strong communication skills, including ease with public speaking
- Impartial political acumen and understanding of government and public policy
- Strong sense of and commitment to superior and ethical governance practices
- Working knowledge of information communications technology, including computer software such as MS Office, CRM systems, and social media