

COOPERATIVE NETWORK

JOB DESCRIPTION

Title:	President and Chief Executive Officer
Department:	Administration
Reports to:	Board of Directors
Supervises:	All Employees
FLSA Status:	Exempt

Position Summary:

The President and Chief Executive Officer (CEO) serves as the senior executive of the Cooperative Network. The CEO's primary responsibility is to be fully engaged, develop the framework to plan, direct, coordinate and control the financial, operating, and human resources of the Cooperative Network, in accordance with Cooperative Network policies; in order to provide effective and satisfactory leadership, benefits and services to participating members, while meeting financial and operational goals and objectives. The CEO is accountable to the Cooperative Network Board of Directors.

Essential Duties and Responsibilities:

Board Relations and Planning

- In concert with the Board of Directors, establishes an appropriate plan to implement goals and evaluate the achievements of annual and long-term growth, service and financial objectives consistent with the mission of the Cooperative Network. Meets with the Board and committees as required.
- Guides the development and implementation of plans and budgets that provide for timely availability and utilization of physical, financial and human resources to achieve specified goals.
- Keeps the Board of Directors fully informed of relevant current or emerging issues and trends and maintains an open and cooperative relationship with the Board so that timely and informed decisions may be made.
- Carries out other such general duties and responsibilities that may be assigned by the Board of Directors as necessary.

Management of Staff and Facilities

- Hires and/or assigns staff to carry out the organization's established goals and objectives. Manages staff, establishes performance expectations and compensation, coaches and guides performance.

- Ensures that all legal, tax and other financial obligations of the Cooperative Network are met and takes necessary action to secure continued stability.
- Meets regularly with staff to ensure that necessary and appropriate communication exists within the organization.
- Evaluates the performance of staff and ensures that the human resource policies, goals and expectations are being addressed.

Member and External relationships

- Acts directly or through appropriate staff to ensure the existence of proper liaisons to member cooperatives, business partners, public officials, government agencies, legislative bodies, committees and the news media.
- Develops and maintains an effective and harmonious relationship with the member cooperatives in order to ascertain needs; respond to questions, concerns and suggestions; improve cooperative participation; and promote common goals.
- Directs the development of products and services necessary for the survival and prosperity of member cooperatives.
- Is actively engaged in leading and or facilitating member recruitment and retention in all sectors.
- Attends Cooperative Network programs and events as schedule allows.

Networking and Association Relationships

- Establishes and maintains an effective relationship among cooperatives of all sectors and the business community, government and other institutions, and the general public, to support and encourage the work of consumer-oriented organizations, cooperatives and other people-centered groups which share a common philosophy with cooperatives.
- Networks with appropriate organizations as necessary to help further the goals and objectives of the Cooperative Network.

Performance Measurement:

The performance of the CEO will be evaluated on established performance criteria including but not limited to:

- Leadership of the Cooperative Network
- Personal Integrity
- Communications Skills
- Fiscal Responsibility
- Management of Staff
- Government Affairs & Cooperative Education
- Relationship with Board
- Planning Skills
- Relations with Member Cooperatives and Partner Organizations
- Goal Attainment

Qualifications:

- Bachelor's degree and greater than 10 years of experience in either business management, association management, government or cooperative management.
- Thorough knowledge and understanding of the cooperative model.
- Thorough knowledge and understanding of the legislative and regulatory process.
- Excellent leadership and management skills.
- Excellent written and verbal communication skills.
- Dedicated work ethic with personal and professional integrity.

Job Criteria and Knowledge:

Must be proficient in Microsoft Office Suite.

Environment/Working Conditions:

Must be able to work outside of normal business hours. Travel required to attend meetings and/or interact with cooperative leaders, boards and committees, and related entities. Travel within and outside of Wisconsin and Minnesota is required with occasional overnight stays.

Incumbent will work in a general office environment.

This position description is intended to provide only basic guidelines for meeting job requirements. Responsibilities and job criteria may change as needs evolve.