
Ward Lumber Worker Cooperative

JOB DESCRIPTION

Title: Chief Executive Officer

Department: Administration

Reports to: Board of Directors

Supervises: All Employees

FLSA Status: Exempt

Position Summary:

The Chief Executive Officer (CEO) serves as the senior executive of the Ward Lumber Worker Cooperative. The CEO's primary responsibility is to plan, direct, coordinate, evaluate, develop and control the financial, operating, and human resources of Ward Lumber Worker Cooperative, in accordance with Ward Lumber Worker Cooperative policies and objectives. In partnership and consultation with the Board of Directors, the CEO will provide a program of continuing education that fosters cooperative participation, leadership and skills among all workers. The CEO is accountable to the Ward Lumber Worker Cooperative Board of Directors.

Essential Duties and Responsibilities:

Board Relations and Planning

- In partnership with the Board of Directors, establishes an appropriate plan to implement Board-defined goals and policies and evaluate the achievements of annual and long-term growth, service and financial objectives consistent with the mission and values of Ward Lumber Worker Cooperative. 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. Along these lines, CEO will prepare and present timely and effective reports to the Board supported with appropriate analysis. Reports will focus on:
 - Monitoring business performance and compliance with Board policies and limits defined by the Board.
 - Progress toward operational, financial, workforce and member development goals.
 - Significant deviations from goals, compliance or sound business performance.
 - Plans for corrective action.
- 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, establishes performance expectations and compensation, and manages, coaches and guides staff to help them meet performance expectations.
- Ensures that all legal, tax and other financial obligations of the Ward Lumber Worker Cooperative are met and takes necessary action to secure continued stability.
- Develops and maintains a system of consistent, reciprocal communication and feedback that fosters engagement, leadership, continuous learning and mutual respect and accountability among all workers.
- Evaluates the performance of staff and ensures that the human resource policies, goals and expectations as set by the Board are being met.

Member and External relationships

- Acts directly or through appropriate staff to ensure the existence of proper liaisons to the membership, business partners, public officials, government agencies, legislative bodies, committees and the news media.
- Provides opportunities for and facilitates participation in cooperative education, business and financial education, and democratic management for the members.
- Develops and maintains an effective and harmonious relationship with the membership 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 the business.
- Is actively engaged in leading and/or facilitating member recruitment and retention.
- Attends Ward Lumber Worker Cooperative programs and events as schedule allows.

Networking and Association Relationships

- Establishes and maintains effective relationships with cooperatives of all sectors and the business community, government and other institutions, and the general public, to support and encourage the work of cooperatives and other people-centered groups which share a common philosophy with cooperatives, and which provide opportunities for Ward Lumber Worker Cooperative and its members to network and learn.
- Networks with appropriate organizations as necessary to help further the goals and objectives of the Ward Lumber Worker Cooperative.

Performance Measurement:

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

- Leadership of the Ward Lumber Worker Cooperative
- 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

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 New York is required with occasional overnight stays.