



## Position Description

**TITLE OF POSITION:** President/Chief Executive Officer

**BASIC FUNCTION:** Serves as the Chief Executive Officer, recommends and participates in the formulation of new policies and makes decisions with existing policies as they have been approved by the Board of Directors. Plans, organizes, directs and coordinates the staff, programs and activities of the National Precast Concrete Association (NPCA) to assure that objectives are attained, plans fulfilled, and member needs are met. Maintains effective internal and external relationships through management and leadership. Achieves economical, productive performance, forward-looking programming and constructive growth of the association. Acts as official spokesman for the National Precast Concrete Association.

**DUTIES AND RESPONSIBILITIES:** Within the limits of the constitution and bylaws and policies, the President is responsible for and has authority to accomplish the duties set forth.

- A. Participate with the Board of Directors in charting the course of the association to meet the needs of its members. Responsible to the Board for leadership, direction and administration of association activities and in meeting its established goals. Work closely with the Chair of the association in furthering the association's mission, vision and goals (strategic plan).
- B. Recommend and update the strategic plan as required for approval by the Board of Directors.
- C. Inform and advise the Board regarding current trends, problems and activities to facilitate policymaking.
- D. Recommend policy positions regarding legislation and regulation and other governmental and public activities that affect the membership.
- E. Maintains effective relationships with other organizations, both public and private and sees that the position of the NPCA and its members is enhanced in accordance with the policies and objectives of the organization.
- F. Has exclusive authority to hire, direct, motivate, promote, discipline and terminate the association staff. Provide assistance to supervisory personnel to implement the association's philosophy and work towards achieving its mission and vision (strategic plan); implement approved office policies and procedures.
- G. Consult and advise staff on a regular basis; evaluate competence of the workforce and make changes as necessary; keep lines of communication open; seek to maintain high employee morale and a professional environment.

- H. In cooperation with the Budget Committee and Treasurer, develops, recommends and upon approval, operates within an annual budget. Ensures that all funds, physical assets and other property of the NPCA are appropriately safeguarded and administered.
- I. Foster cooperation of the Board of Directors, committees and task forces. through delegation of authority, good management and necessary staff liaison.
- J. Prepare and present reports on the status of programs and services and other issues to the Board of Directors.

Serves as an ex-officio member (without the right to vote) of the Executive Committee and the Board of Directors. Serves as the President of the NPCA Foundation.

**PRESIDENT'S ANNUAL REVIEW PROCESS:** Prior to the August budget meeting, the President will draft goals and objectives for review and concurrence by the Compensation Sub-committee. The goals and objectives will be for the subsequent calendar year and based on the subsequent year's budget. In July of each year, the President will present accomplishments to the Compensation Sub-committee on the current year goals and objectives as well as the prior year goals and final achievement status.

The president's evaluation will be conducted in conjunction with the annual budget meeting. The evaluation will include:

- Accomplishment of goals for the year, including final numbers for the prior year and projections for current year.
- Results and comments from the board evaluations.
- Discuss areas of improvement
- Drafted goals for the next year, discussing possible additions or edits
- Any adjustment in salary which would then be incorporated into the subsequent year's drafted budget
- Both party's intentions regarding the President's contract in the year prior to the expiration date.

The Compensation Sub-committee will make a recommendation to the Executive Committee at the beginning of the Budget meeting, with any changes in compensation or contract provisions, if applicable. The President's goals for the subsequent year will also be recommended to the Executive Committee for review and approval during the budget meeting.

The President's bonus if approved will be awarded in the month following Annual Convention.

Approved by the NPCA Board of Directors  
May 4, 2002  
April 15, 2015