

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION
POLICY BULLETIN NO. 227**

**SUBJECT: EXECUTIVE VICE PRESIDENT/GENERAL MANAGER (EVP/GM)
JOB DESCRIPTION**

Policy:

The EVP/GM is the chief operating officer of the corporation, capable of binding it legally and responsible for the day to day operations. To enable the cooperative to achieve its mission, the EVP/GM shall:

A. PLANNING

1. Identify the mission, objectives, and strategic priorities of the cooperative by periodically engaging in a planning process with the board.
2. Develop policies to be recommended to the board for its consideration. The EVP/GM shall review such policies at least once a year with recommendations regarding revisions.
3. Conduct studies and market research, utilizing staff and develop proposed action plans and reports in such areas as load forecasts, power requirements, financial plans, energy management and marketing plans, and engineering requirements.
4. Arrange for member satisfaction surveys and other techniques to measure consumer satisfaction, and also on a periodic basis conduct needs assessments to determine consumer interest in additional products or services that might be offered by the cooperative.
5. Develop plans for annual and other member meetings of the cooperative and make appropriate recommendations to the board regarding the conduct of such meetings.
6. Develop long-range financial plans, cash management plans, and work plans and budgets for recommendation to the board, and provide periodic reports on revenue, expenses, and other results compared to such plans.
7. Analyze and determine in coordination with the statewide and the National Rural Electric Cooperative Association, state and Federal legislative and regulatory matters to be proposed, supported, or opposed.
8. Periodically analyze the system's rates and service rules and regulations to make sure they meet operating requirements and make appropriate recommendations to the board.

B. ORGANIZATION AND HUMAN RESOURCE MANAGEMENT

1. Review activities of the cooperative and determine the organization structure best suited to carry out its objectives within the limitations of the budget, including recommending the need for additional positions.
2. Insure that written position descriptions and job specifications are prepared and reviewed as necessary for all personnel. Such completed descriptions will not require board approval.

3. Develop or approve standards and qualifications for use in recruitment, transfer, and promotion of personnel, and select, appoint, transfer, promote and terminate personnel.
4. Ensure that staff members are trained in accordance with the qualifications and requirements of their positions.
5. Appraise, at least annually, the performance of immediate staff members, and ensure that a performance appraisal program is established and carried out for all personnel.
6. Develop and propose a compensation plan for board approval.
7. Determine all salary adjustments, except the EVP/GM within the board –approved compensation plan and policy and within the limitations of the budget. The board shall determine salary adjustments for the EVP/GM.
8. Negotiate, with or without consulting assistance, labor contracts and make recommendations to the board. Administer the approved labor contract and see that the appropriate managers and supervisors understand the provisions of the contract and its administration.
9. Authorize and approve travel expenses of personnel (except the EVP/GM’s) on company business within the limitations of the budget and within established policy. Such expenses shall be supported by itemized expense accounts with receipts attached, as appropriate. The Secretary-Treasurer or the board will review expenses of the EVP/GM.
10. Select and appoint consultants to provide advice and assistance within the limitations of the work plan and budget, and advise the board of actions taken. The selection of consultants working in areas that affect the functions of the board requires board approval. Report to the board periodically on services provided and the fees received by consultants.

C. OPERATIONS

1. Direct day-to-day operations of the cooperative except as specified otherwise by the bylaws or the Board of Directors; delegate authority to immediate staff; authorize further delegation of authority to any level of management with full recognition that the EVP/GM cannot be relieved of overall accountability.
2. Designate an appropriate person to serve as acting manager in an extended absence of the EVP/GM.
3. Participate in national, regional, state, and local meetings that further the best interests of the cooperative, within the limitations of board policy and the approved budget. Participation by the EVP/GM in such activities that require considerable time over a sustained period requires the approval of the board. The EVP/GM’s serving on the board of other organizations shall be reported to the board (or an alternative, requires prior approval of the board).
4. Serve as the authorized spokesperson for the cooperative.
5. Administer the Board-approved budget, including approval of non-budgeted items as authorized by Board-approved policy(s) or specific Board action. (See Policy 307)

6. Determine insurance coverage required for effective risk management and negotiate purchase of such coverage within the limitations of the budget and board policy.
7. Authorize memberships in civic clubs and organizations in which membership would be beneficial to the cooperative.

D. REPORTING TO AND WORKING WITH THE BOARD

1. Develop with the Board President a schedule of topics to be discussed and reports to be presented to the board to ensure that adequate attention can be devoted to strategic issues and challenges.
2. Develop with the Board President an agenda for each board meeting to ensure that issues are discussed in a timely fashion. Ensure that the agenda reflects the distinction between board reports that address past actions and decisional issues that involve future issues that must be addressed.
3. Report to the board on conformity of operations with approved policies, plans and budgets, and recommend revisions requiring board approval. Periodic and special reports include:
 - a. Status of the long-range financial plan, including capital credits, equity management and rate competitiveness.
 - b. The Annual Financial Audit and Management Letter
 - c. Reports on electric service reliability
 - d. Reports on member satisfaction
 - e. A review of the bylaws, board policies or legal issues
 - f. Loss control
 - g. Others as appropriate

E. RESPONSIBILITY

1. The EVP/GM shall report to the board on how these delegations are being carried out. The EVP/GM may delegate any of the foregoing authorities to the acting manager.
2. The Board of Directors is responsible for seeing that the performance of the EVP/GM is appraised each year by the board (appraisal form attached), including a recommendation on a salary adjustment when appropriate, and that the results of such appraisal are discussed with the EVP/GM.

Adopted: 04/27/2010
Amended: 8/29/2017
Amended: 2/28/2023

Attested: Raymond C. Mulholland, Secretary
Attested: Paul Hicks, Secretary
Attested: Randall Campbell, Secretary