

## **Chief Executive Officer**

### **SUMMARY:**

Reports to the Board of Directors and is responsible for establishing major goals and objectives for the organization subject to policy approved by the Board of Directors. Provides leadership, direction, and guidance of organization activities in achieving corporate-wide goals and objectives. Represents the organization to regulatory agencies, trade associations, community and civic organizations, customers and other financial institutions.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- keeps board informed of all pertinent matters including delinquency, end-of-month profit/loss position.
- gives guidance to carry out major plans and procedures consistent with policies and Board approval.
- reviews operating results of the organization and ensures appropriate action is taken to achieve goals.
- responsible for prudent management of organizations assets (real estate, investments, computerization, etc.)
- responsible for the hiring, promotions, transfers, discharges of all staff including development of management team.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)