

POSITION OVERVIEW

JOB TITLE: President

JOB SUMMARY: The President provides leadership to the company by partnering with the leadership team to establish a clearly defined vision, goals and actions plans with the objective of providing maximum growth, profit and return on invested capital.

Key accountabilities in order of priority and with ideal time allocations are:

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| 1 | Leads and develops a high-performing team that successfully execute THE ORGANIZATION's vision, delivering on financial and operational goals while adhering to the company's core values. | 35% |
| 2 | Leads the strategic planning process at THE ORGANIZATION to ensure continued success and long-term sustainability. | 10% |
| 3 | Embodies THE ORGANIZATION's culture of accountability, openness and passion for serving its clients to support the achievement of company goals. | 25% |
| 4 | Serves as the public face of the company, developing business relationships in the community to enhance marketplace brand recognition. | 10% |

Note: Twenty percent of time is reserved for ancillary responsibilities, interruptions and unplanned activities.

ESSENTIAL JOB FUNCTIONS: The responsibilities listed are fundamental to the position and must be performed successfully to achieve the key performance objectives of the role. Other responsibilities may be assigned.

Interpersonal Responsibilities

1. Communicates and ensures the organization's mission, vision, values, goals and objectives are understood. Ensures the organizations culture of ownership is fulfilled, communicated and visible throughout the organization.
2. Serves as the face of THE ORGANIZATION in the business community; participates on boards and advisory groups, presents at industry events, and educates decision makers and other buying influencers on what THE ORGANIZATION stands for.
3. Ensures people throughout the organization are provided with the feedback and coaching on behaviors, resources, and processes to help them achieve their goals and enhance employee engagement.
4. Leads, manages and coaches the management team; establishes accountabilities and goals used for performance evaluation, conducts annual performance reviews of the management team, conducts meetings, and monitors performance.
5. Leads the management team; providing direction and ensuring alignment of THE ORGANIZATION staff to the strategic plan.
6. Assists in crucial client meetings and negotiations with large or strategic customers when key decisions need to be made and conditions of contractual arrangements need to be agreed, to enhance credibility and leverage relationships to increase business development.
7. Collaborates with Marketing and Business Development Team for the creation of Sales and Marketing plans to align them with the strategy.
8. Establishes leadership accountabilities, clear expectations for performance outcomes and key performance indicators and behaviors. Provides feedback on results and oversees the performance management process for the organization.

Operational Responsibilities

1. Works with the Business Administration Manager to develop the company's revenue forecast and operating budgets for review and final approval in monthly and quarterly financial statement sign offs.
2. Proactively monitors KPI's, financial and market trends, sales, financial and operational performance; takes appropriate action with the support of management team based on performance results to allow for execution of business activities and achievement of goals and objectives.
3. Approves final benefit plans and packages, 401K plan, profit sharing, compensation packages and bonuses.

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4. Stays abreast of information on any issues that may cause harm to contract requirements, staff members, budget – profit/loss, legal obligations, and reputations.
5. Oversees responses to major issues that could arise from a risk exposure.
6. Monitors the effectiveness of departmental processes and ensures an appropriate level of reporting and planning from each department to maintain organizational momentum.
7. Participates as principal of projects with high value clients when necessary.

Organizational Responsibilities

1. Sets the tone for how things get done in the business and provides consistent leadership that creates the environment that allows people to meet their maximum potential, driving engagement and culture through the Principals.
2. Leads the strategic planning process and works with the management team to develop long range planning, and initiatives that will enhance the strategy and operating plans of the organization.
3. Works with the management team to identify organizational needs and determines appropriate allocation of resources; reviews and approves business cases for capital expenditures, resource allocation and growth strategies in partnership with the Board of Directors.
4. Sets and oversees the organization's design and development criteria. Determines role requirements, objectives, management of talent, succession and readiness for accomplishing the company goals.
5. Participates in key meetings with Business administration Manager and banks to review major banking changes, signing off on major banking or lending requirements or activities and financing of major building or capital expenditure.