

**CHIEF EXECUTIVE OFFICER
JOB DESCRIPTION**

Overview

The mission of the Southern Interior Development Initiative Trust (“SIDIT”) is to support strategic investments in economic development projects that will have long-lasting and measurable benefits to the Southern Interior.

Under the directions of the Board of Directors, the Chief Executive Officer is responsible for the overall management and planning of all operations of SIDIT, ensuring that the policies, programs, and other directions of the Board are implemented effectively.

The Chief Executive Officer reports to and receives instructions from the Board. The Chief Executive Officer will continually seek to improve upon current administrative procedures, reporting systems, and personnel development programs. The Chief Executive Officer will act as the public relations/media spokesperson for SIDIT (as may be delegated by the Board Chair). The Chief Executive Officer is responsible for the overall management of all SIDIT operations.

Executive Authority

The Chief Executive Officer is responsible, within the parameters of policies and procedures currently established, for improving methods by which the Board’s directions and policies will be executed and the desired outcomes achieved.

Responsibilities delegated to staff and consultants will be delegated through the Chief Executive Officer so that the authority and accountability of staff derives from the authority and accountability of the Chief Executive Officer.

Appointment and Performance Management

Recruitment, selection, contract negotiation, and recommendation of a candidate’s appointment as Chief Executive Officer is the responsibility of the Board. The Board must endorse an appointment by resolution prior to any position being offered to a candidate.

The Board, or a committee appointed by the Board, shall conduct an annual performance review of the Chief Executive Officer either independently or in collaboration with the Chief Executive Officer. The Board is responsible for negotiating increments to salary.

The Chief Executive Officer is the sole official link between the Board and the organization that it governs. The responsibilities of the Chief Executive Officer lie in the exercise of delegated authority and compliance within parameters established by Board policy and directives.

At the beginning of each fiscal year, the Chief Executive Officer will draft the objectives for that year and present them to the Board for approval.

After the end of each fiscal year, the Board or a committee appointed by the Board, will undertake a formal evaluation of the performance of the Chief Executive Officer. This evaluation may include the following submissions: a written self-evaluation of performance by the Chief Executive Officer

summarizing the achievement of annual objectives, as well as feedback on the Chief Executive Officer's performance solicited from staff, board members and stakeholders. The Board or a task force appointed by the Board, will prepare a written evaluation and will meet with the Chief Executive Officer to review the same.

The Board is responsible for terminating the employment contract of the Chief Executive Officer. Dismissal requires Board approval at a meeting duly called to consider such action.

Duties and Responsibilities

The Board is responsible for providing direction to the Chief Executive Officer through board policies and resolutions or Board direction as approved in duly called Directors meetings.

The Chief Executive Officer is responsible for all recruitment, salary and contract negotiation for staff within the parameters of the approved annual operating budget. The Chief Executive Officer is responsible for ensuring that annual performance evaluations are completed with all staff. All SIDIT employee salary increases approved by the CEO will be communicated to the Board immediately upon implementation.

The Chief Executive Officer is responsible for the delivery of programs and the day-to-day management of operations. All authority, conduct, and accountability of SIDIT staff is considered the authority, conduct, and accountability of the Chief Executive Officer. Administrative costs will not exceed the annual operating budget (including any increases authorized by the Management Committee subsequently approved by the Board). The Board will be updated with a financial summary on the operating budget at each meeting.

The Chief Executive Officer has authority to guide all applications for SIDIT grant and loan funding programs, within the current guidelines established by Board policies, to the Board for approval.