

**STATEMENT OF QUALIFICATIONS AND DELEGATIONS  
(BOARD POLICY 2.18)**

**A. RESPONSIBILITIES OF THE CEO**

1. The CEO advises and assists the Board of Trustees in formulating the objectives, policies and programs needed to fulfill the basic purposes of the organization.
2. The CEO is responsible to the Board for the overall administration of the system's activities, subject to legal and regulatory limitation.
3. The CEO is responsible for determining, coordinating, and executing operational procedures, reviewing progress, taking remedial action, and submitting periodic reports concerning operations and finances to the Board, the CNMEC Members, and State and Federal agencies when required.
4. The CEO is also responsible for developing and maintaining an adequate organizational structure, staffed with qualified supervisory personnel and other employees; and promoting the welfare of the organization and its relationship with the members and the community.

**B. REQUIREMENTS**

1. Education

Four (4) years of college with a degree or equivalent experience and/or credits in business administration, economics, public administration, engineering, accounting, or related studies. Verified adult training or correspondence courses in management, budgeting, statistics, utility operations, public speaking or other useful studies are also desirable and may be substituted for missing college credits in cases where the candidate holds no bachelor's degree, but has two or more years of college. Five (5) years of successful management experience may be substituted for four (4) years of college training.

2. Experience:

Applicants for the position of CEO should have at least five (5) years of administrative, management or supervisory experience in addition to any years required as a substitution of four (4) years of college at least half of which was in the electric utility field, preferably in rural electrification. Prior experience should include positions such as manager, assistant manager, or department head, preferably in a rural electric system. Experience in supervising people, planning and developing work programs, presenting reports and organization and coordinating operations is required.

3. Managerial Aptitude

The successful applicant should have a career history of advancement in increasingly difficult and responsible positions. He or she must demonstrate the ability to formulate policy, exercise sound judgment, organize coordinate and integrate activities as well as establish control procedures and reporting systems. The CEO must be able to plan and administer construction, maintenance, and operational programs, prepare complicated reports, policy directives and written procedures and oversee the maintenance of accounting and other record systems. The CEO should be able to select employees and provide for their training and direction, delegate effectively, and meet and deal successfully with others.

4. Knowledge

Should possess a working knowledge of various management areas, such as Board-Manager relations, supervision, budgeting, personnel administration, planning controls, forecasting, financial management, construction or project management, etc.; and be able to translate this knowledge into effective work programs. Should be familiar with basic accounting principles, financial management techniques, and construction, operation, and maintenance procedures and requirements in the electric utility industry particularly as they apply to generation and transmission systems. Knowledge of community, industrial and recreational development, load management and energy conservation is desirable. Working knowledge of REA and CFC requirements is desirable.

5. Personal Characteristics

The applicant should be professional in appearance, well-adjudged, mature, conscientious, and trustworthy. The applicant should have a good reputation, initiative, tact, and the ability to communicate effectively.

6. Attitude and Interest

The applicant should have a sincere interest in and understanding of the objectives and policies of the rural electrification program, the cooperative philosophy, and a willingness to promote the development of rural America. The CEO should be free of outside interest, financial, or otherwise, that may affect or conflict with program objectives and policies. It is desirable for both the applicant and his or her family to be willing to become a part of and participate in the affairs of the community.