

NEW YORK FARM BUREAU

JOB DESCRIPTION

Title: CHIEF EXECUTIVE OFFICER

Department: Executive

Function: This position functions as the Chief Executive of New York Farm Bureau. The incumbent is responsible for managing the day-to-day business of New York Farm Bureau, Inc. and subsidiary corporations.

Responsibility: Develop administrative policies necessary to insure efficient and orderly operation of the organization, consistent with overall policies and goals established by the Board of Directors. Establish priorities to maximize efficient and effective use of staff resources. Develop internal controls to maintain integrity of proprietary information and resources, and to protect the assets of the corporations. Develop standards of performance and code of conduct for subordinate organization. Provide exemplary leadership to insure legal and ethical propriety in every activity of the organization. Prepare annual budgets for Farm Bureau entities and manage financial activities consistent with such budgets.

The incumbent must recognize the value of regular communication between the President, Board of Directors, staff, and membership. Develop systems that encourage a smooth transfer of information and ideas on an ongoing basis and build understanding and support for the vision and goals of New York Farm Bureau.

Develop and maintain effective alliances with other state Farm Bureaus, American Farm Bureau Federation, NYFB's Insurance Partner, and other organizations. Maximize use of alliances to maintain state of the art program development, training activities, and technology. Manage a program of personal growth and development to maintain professional and technical knowledge for self and subordinates.

Enhance the image of Farm Bureau and promote Farm Bureau values through public relations and membership growth. Guard and maintain Farm Bureau alliances with governmental entities and agencies.

Span of Control: NYFB Division Managers, the Executive Assistant, and the Managing Director of the NYFB Foundation for Agricultural Education shall report directly to this position. The incumbent is authorized to hire, promote, and discipline, including dismissal, personnel in all positions, with the exception that dismissal of the Legal Counsel shall require Board approval.

This position has the authority to approve expenditures of all subordinates within the guidelines established by the Board of Directors. Capital expenditures shall be approved pursuant to Board direction.

This position is subordinate to the Boards of Directors of New York Farm Bureau, Inc. and subsidiary companies. General supervision of this position shall be the responsibility of the President and Executive Committee of the Board of Directors of New York Farm Bureau.