

Position Description of
Executive Director
Minnesota Wheat Research & Promotion Council
Minnesota Association of Wheat Growers

Function

- 1) Serve as chief executive officer of the MWRPC and MAWG, reporting to the boards of directors, accepts responsibility, with the board of directors, for the success or failure of the organization.
- 2) With the chairman and president of the boards, enable the board of directors to fulfill their governance function, and facilitate the optimum interaction between management and the boards of directors.
- 3) Give direction and leadership to the achievement of the MWRPC's and MAWG's philosophy, mission and strategy, and to their annual objectives and goals.

Responsibilities

Board of Directors

- 1) With the chairman and president of the boards, develop agendas for meetings so that the boards can fulfill all their responsibilities effectively. Develop a calendar to cover all crucial issues in a timely fashion.
- 2) See that the boards and the chairman and president are kept fully informed on the condition of the MWRPC and MAWG on all important factors influencing them.
- 3) Get the best thinking and involvement of each board member. Stimulate each one to give his/her best.
- 4) Work with the president and chairman to make the committee structure of the boards function effectively.
- 5) Be responsible to, and report to, the boards of directors.

Chief Executive Officer

- 1) Be responsible for the MWRPC and MAWG's consistent achievement of their missions, budget responsibilities, and financial management.
- 2) Make certain that the MWRPC and MAWG's philosophy and mission statements are pertinent and practiced throughout both organizations.
- 3) Assure that the MWRPC and MAWG each have a long-range strategy that achieves their mission/goals, and toward which they make consistent and timely progress.

- 4) Make certain that the flow of funds permits the MWRPC and MAWG to each make steady progress towards the achievement of their mission/goals and that those funds are allocated properly to reflect present needs and future potential.
- 5) See that there is an effective management team.
- 6) Ensure the development and implementation of personnel training and development plans and programs that will provide the human resources necessary for the achievement of the MWRPC's and MAWG's mission.
- 7) Maintain a climate that attracts, keeps and motivates top quality people – both professional and volunteer.
- 8) Administer all major policies.