



Role Description for LEARN's President and Chief Executive Officer

The President and Chief Executive Officer (CEO) of LEARN reports to the Board of Directors. The CEO represents LEARN and is responsible for advancing LEARN's interests and influence. This role will provide the leadership, outreach, coordination, and financial management necessary to advance the mission and goals of LEARN. The CEO is responsible for overseeing and administering the day-to-day operational activities of LEARN.

Overall Accountabilities and Functions

- Serves as the Chief Executive of LEARN, accepting the primary responsibility for strategy, program delivery, management, and operations.
- Translates the organization's mission and the Board-approved strategic priorities into measurable performance.
- Serves as the Board's formal management contact in terms of accountability and performance of staff and contractors.
- Works with the Chair of the Board to facilitate how the Board of Directors and the Executive Committee embrace their governing roles to ensure optimum interaction between the CEO, Executive Committee, and the Board of Directors.

Strategic Thinking

- Responsible for collaboratively developing LEARN's vision for the future. Provides continuous strategic thinking. The vision is not developed by the CEO alone, but is based first and foremost on Board direction, LEARN member priorities, and Board policies. In collaboration with the Board, translates the vision into strategic priorities for LEARN.
- Engages in continuous strategic planning and produces relevant documents, as required.
- Monitors the external environment for significant threats and opportunities that will impact the performance of the organization. Establishes an environmental assessment system, of conditions and trends, that influences the strategy and direction of LEARN. This information is to be presented to the Board, to initiate focused discussion on LEARN's mission and strategic direction.
- Provides direction that reflects the core values, ideas and principles, or character of the organization. (The Board is accountable for approving the values and principles).
- Ensures that the values and principles are embodied in everything the organization does.

Program Delivery

- In keeping with Board-directed policies, establishes and implements programs and services. Builds the organization's community by aggressively and actively

- recruiting members and retaining current members, where possible.
- Develops continuous methods for engaging members, e.g., holding an annual membership meeting and other activities, to discern priority needs and translates those needs into new services.
 - Ensures that projects and working groups have well-defined goals, which support LEARN's mission and strategic direction, as well as align with member priorities.
 - Collaborates with other organizations to support LEARN's mission and enhance its value to Texas. Builds new and strengthens existing alliances, partnerships, and joint ventures with leading technology companies, telecommunication providers, regional and national advanced network initiatives, leading research and educational institutions, and state and federal governments.
 - Represents LEARN to external constituents and is accountable for representing LEARN's interests.
 - Manages LEARN's public image on its website, print materials, and other communication methodologies.

Board of Directors

- While the Board sets the strategic priorities, the CEO, under the general oversight of the Board, chooses the means for achieving the priorities within the authority delegated by the Board.
- With the Chair of the Board, collaboratively develops agendas for the Board and Executive Committee meetings to ensure that the Board and Executive Committee fulfill their governing accountabilities.
- Ensures the Chair, the Board, and Executive Committee are always kept informed of the present and emerging conditions impacting LEARN, and alerts them to opportunities, problems, and weaknesses.
- Ensures Board meeting materials and agendas are prepared, in a timely fashion.
- Collaborates to elicit the best ideas and involvement from each Board member.
- Works with the Chair and Executive Committee to construct committees, task forces, and working groups.
- Along with the Past Chair and Nominating Committee, assists in the annual election of Board Officers.

Management

- Creates a strong and stable financial position for the organization and presents an accurate picture of the finances, including short-term and long-term pro-formas.
- Makes certain that the flow of funds permits the organization to consistently move toward achieving its intended results, and that those funds are allocated properly to reflect present and future priorities. Seeks sponsored or other funding in support of the organization's projects and activities.
- Establishes an effective and collaborative management approach to implement strategies.
- In accordance with approved delegation and signature authority requirements, enters into and executes all contracts relating to the business affairs of LEARN.

- Ensures that there are appropriate staffing resources in place to carry out the management plan. Sets qualifications and arranges for professional education for staff, as needed.
- Responsible for personnel management activities, including contractors.
- Formulates and administers operational policies.
- Serves as the chief spokesperson for the organization and ensures that it is properly represented to the members and public.
- Directs all purchases and disbursements.
- Prepares and submits a draft operating budget for each year.
- Allocates resources within the Board-defined budget parameters.
- Encourages financial transparency, including the presentation of financial reports, as required.