

VERMONT SCHOOL BOARDS INSURANCE TRUST

Job Description for: **PRESIDENT**

Reports to: Board of Directors

Approved: January 30, 2020

JOB SUMMARY:

Serve as the Chief Executive Officer (CEO) responsible for achieving, in a manner consistent with the organization's values, VSBIT's mission to serve Vermont schools in the areas of insurance and risk management while ensuring organizational compliance with Board policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee general operation of all VSBIT Programs and Services.
2. Hire, supervise and retain highly skilled and committed staff necessary to carry out the organization's mission; create and nurture an environment that promotes excellent performance, results and positive morale.
3. Build alliances and partnerships with agencies, associations, and organizations with direct connection to Vermont public schools (pre-k through 12th grade).
4. Provide leadership and oversight for the School Management Resource Center and all state-wide services.
5. Protect the assets of the organization, both tangible and intangible.
6. Maintain exceptional member relations.
7. Develop and manage a budget to support successful long-term operations in a fiscally responsible manner.
8. Oversee the VEHI Service Agreement.
9. Support the Board in governing with excellence.
10. Provide reports demonstrating successful organizational operations as requested by the Board.
11. Manage the development of all program contribution rates and rating structures.
12. Authority to make the final determination regarding the settlement of claims in the Multi-Line Program.
13. Monitor and inform legislative and regulatory activity that has the potential to change the risk profile of Vermont schools.
14. Assure all legal and regulatory documents are filed and monitored for compliance with laws and regulations.
15. Comply with all external monitoring required by the Board or regulatory agencies.

SKILLS/EXPERIENCE:

1. Deep knowledge of the issues, risks and opportunities that Vermont Schools face.
2. Experience with insurance pools and third party administrative services.

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3. Proven experience building consensus and relationships among members, partners, and the workforce.
4. Ability to effectively create and lead with a strategic vision.
5. Ability to understand new issues quickly and make decisions in the best interest of the organization.
6. Strong organizational and communication skills.
7. Ability to work under pressure with grace, plan personal workload effectively and delegate as appropriate.
8. Ability to work independently.
9. Highly effective communication skills, both verbal and written.
10. Minimum of five years' experience in a senior management position.
11. Bachelor's Degree; Master's Degree preferred.
12. Associate in Risk Management or Chartered Property Casualty Underwriter designation preferred.

WORKING CONDITIONS:

Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Set-up and tear down of display materials.
- Must be willing and able to travel locally and nationally.
- Ability to work at a computer for long periods of time.
- Project timelines and work volume/deadlines may often require more than 40 hours per week to complete essential duties of this job.
- Must have mental processes for reasoning, remembering, mathematics and language ability (reading, writing and speaking English language) to perform the duties proficiently.
- Full time including early mornings, evenings and weekends.

SUPERVISED BY:

Reports directly to the Board of Directors

SUPERVISION RECEIVED:

Position works independently