



Subject: Roles and Responsibilities of the General Manager Policy			Policy No.: 105
Original Issue: 07/29/2011	Last Revised: 08/25/2022	Last Reviewed: 08/25/2016	Page: 1 of 2

PURPOSE:

The purpose of this Policy is to describe the roles and responsibilities expected of the Jemez Mountains Electric Cooperative, Inc. (JMEC) CEO and General Manager (GM).

ACCOUNTABILITY:

The Board of Trustees (BOT) sets the strategic direction for JMEC; the GM and immediate staff determine the best approaches, methods, and actions to deploy in order to serve members effectively while ensuring appropriate compliance. The GM is selected and accountable to the BOT. The GM is not a member of the Board. The GM attends all board meetings as an active, non-voting participant. Exceptions would include performance reviews and/or disciplinary discussions regarding the GM and special situations that involve only the BOT. This latter exception would be rare.

SCOPE:

The GM is responsible for the overall operation of JMEC, as delegated by the BOT, relating to the management functions of planning, organizing, directing, coordinating, and controlling. This includes such operating decisions as planning JMEC's day-to-day activities, directing personnel, and coordinating operations.

Responsibilities of the GM include:

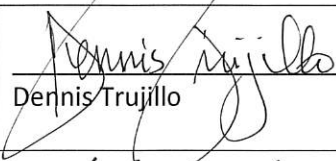
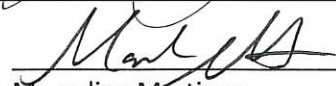
1. Scheduling and coordinating periodic strategic planning activities of the BOT, but not less often than every two years.
2. Developing operational goals and action plans to align with the JMEC strategic plan.
3. Using sound business practices to manage and coordinate JMEC's business activities to manage the people, capital, and physical resources.
4. Developing and implementing personnel, administrative, financial, and engineering/operational Policies in alignment with the BOT Policies.
5. Preventing injury to employees and others and to protect JMEC property and the property of others by establishing and maintaining a workplace free from unsafe conditions and by integrating safe and healthy attitudes into the work processes.
6. Hiring, training, supervising, and setting compensation for employees. The GM also reviews their performance and training, reassigning, or replacing those employees not meeting acceptable performance levels.
7. Overseeing JMEC's detailed operations, within Policies established by the BOT, such as purchasing inventory, procurement, and ensuring employees respond to member needs.



BOARD OF TRUSTEES POLICIES

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8. Maintaining, and revising as necessary, an adequate accounting system; developing for board approval an annual operating budget; preparing proper financial reports regularly for board review; and presenting a report of JMEC's operational highlights to the membership at the JMEC annual meeting of members.
9. Developing load forecast and long-range planning in accordance with RUS 1730-1 and other regulations as required.
10. Representing JMEC and portraying a positive image to members and others in the community.
11. Communicating developments at JMEC to members.
12. Signing and agreeing to follow the expectations outlined in Policy 102, the Code of Conduct and act as the champion and role model by demonstrating appropriate ethical behaviors.
13. Keeping current on local, State, and Federal legislative and regulatory developments affecting cooperatives.
14. The Board of Trustees should consider this Policy during review of the CEO and General Manager's performance.

 _____, Chairman of the Board Dennis Trujillo	Date: <u>9/9/2022</u>
 _____, Policy Committee Chair Marcelina Martínez	Date: <u>9/9/2022</u>

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