

WHEAT QUALITY COUNCIL

Job Description

TITLE: Executive Vice President

REPORTS TO: Wheat Quality Council Board of Trustees

SUPERVISORY: WQC Administrative Staff
Plains Grains, Inc. Administrative Staff
Plains Grains, Inc. Sampling Staff

FLSA CLASSIFICATION: Exempt

DATE: April 19, 2016

MAJOR RESPONSIBILITIES:

The Executive Vice President is the chief executive and administrative officer of The Wheat Quality Council (hereafter, referred to as “The Council”). The Executive Vice President is responsible for a broad range of activities including: administration, programs, meetings, fundraising and promotion.

- I. **Administration:** The Executive Vice President directs the administrative functions of the Council:
 - A. **Staff:** The Executive Vice President is responsible for leading and directing The Council staff in implementing the goals, policies and programs developed by The Council. The Executive Vice President is responsible for the employment of all staff personnel, the assignment and performance of their duties; and, within the scope of the approved budget and the terms of their employment.
 - B. **Council Structure and Procedures:** The Executive Vice President shall be mindful of the internal structure and procedures of The Council to ensure that it functions effectively and efficiently. The Executive Vice President will recommend to the Council any changes in structure, programs and procedures as needed.
 - C. **Budget, Revenues and Expenditures:** The Executive Vice President shall develop and present an annual budget to the Council Board of Trustees. The budget shall detail all expected revenues and all expenditures necessary to carry on the work of The Council. The Executive Vice President is responsible for expenditures within the framework of the approved budget. Timely and accurate financial statements will be presented to the Board of Trustees. The Executive Vice President will also insure that the required financial reporting is performed, with appropriate third party oversight including an annual audit, to maintain the Council’s tax exempt status.
 - D. **Meetings:** The Executive Vice President is responsible for preparing meeting agendas, logistics and meeting execution, as well as, for providing maintenance of Council minutes and records. The EVP will be expected to travel and participate in

meetings of the WQC and PGI. The Executive Vice President advises The Council Board on all matters under consideration.

- II. Programs: The Executive Vice President, in cooperation with the Board of Trustees and the Technical Boards, is responsible for carrying out programs and projects (such as the annual review of new wheat trait lines and the two annual wheat tours) that meet the goals and policies of The Council. These Program activities include:
- Oversight of the Spring, Winter and Soft Wheat Committees to insure their participation, coordinating with collaborators, bake testing the submitted wheat lines each year, collecting the results, preparing the summary report and presenting the results at the annual meeting.
 - Working with breeders to assure that they are submitting a sufficient number of lines for testing each year.
 - Working with the breeders, the technical committees and the USDA wheat labs to insure that submitted lines are grown, harvested and delivered under conditions suitable to complete our testing mission. There will be appropriate check varieties grown for comparison purposes. The samples will be milled and delivered to the bake cooperators in a timely manner for the baking evaluation.

The Executive Vice President must recognize opportunities, anticipate and manage hurdles and recommend actions to the Boards.

- III. Membership Growth and Fundraising: The Executive Vice President has the primary membership maintenance, growth and fundraising responsibility for The Council. All available assistance from Council members and other partners should be solicited. As membership growth and fundraising is paramount to the success of The Council, an adequate amount of thought and time will be dedicated to this activity.
- IV. Promotion and Communications: The Executive Vice President will promote the value of The Council at every opportunity. The ability to successfully meet and interact with others in the industry is critical to success and the future of The Council. Excellent communications and people skills will enhance the promotional opportunities for the Executive Vice President. The ability to generate annual reports, press releases and promotional articles is a requirement for the Executive Vice President.
- V. *In addition to the duties related to The Council, the Executive Vice President will be responsible for administrative oversight of Plains Grains, Incorporated (PGI) and the annual Hard Winter Wheat Quality Survey which PGI manages. These duties will include, but are not be limited to the following:*
- A. Responsible for developing a working knowledge of PGI operations; what information is available and how it is currently (and can be) used in the future.
 - B. Responsible for distributing timely reports to the PGI Board of Directors during PGI testing and evaluation.

- C. Responsible for presenting an annual report to the Council Board of Trustees and members outlining PGI activities from the previous year during the annual meeting of The Council.
- D. Responsible for ensuring PGI Board meeting minutes are recorded and made available to the PGI Board members prior to the next scheduled PGI Board meeting.
- E. Responsible for ensuring financial statements are available to the PGI Board members prior to PGI Board meetings.
- F. Responsible for all meeting arrangements necessary in advance of the PGI Annual Meeting and Board meetings.
- G. Responsible for the renewal of testing contracts with the individual participating states. (Current participating states include: TX, OK, KS, CO, WY, NE, SD, ND, MT, WA, OR, ID.
- H. Responsible for working directly with the individual participating states to ensure they have all information needed (that PGI generates) concerning the crop in their respective state.
- I. Responsible for the development of an annual report for PGI. Additionally, The Executive Vice President will be responsible for reporting to both The Council's Board of Trustees and the PGI Board of Directors to outline how the organizations can gain synergies and efficiencies with an evaluation of the value and benefits of a potential future merger.
- J. Responsible for protecting the confidentiality of any sensitive or disadvantageous information.

This document serves as a general description of the responsibilities and tasks of this position. It is not intended to include every task or responsibility that may be assigned to or required of this position. The Wheat Quality Council reserves the right to revise, supplement, or deviate from this job description at any time, with or without notice. In addition, this job description should not be construed as a guarantee of employment or an employment contract. This job description does not alter the fact that all employees of the Wheat Quality Council are employed on an "at will" basis, which means that such employment may be terminated at any time, at the will of either the employee or The Council.