

Society of Corporate Compliance and Ethics / Health Care Compliance Association

CHIEF EXECUTIVE OFFICER

Job Description

Position Title: Chief Executive Officer

Reports To: Board of Directors

Location: Minneapolis Minnesota

Job Summary

The Chief Executive Officer (“CEO”) of the Society of Corporate Compliance and Ethics / Health Care Compliance Association (“SCCE/HCCA”), in partnership with the Board, is responsible for the success of SCCE/HCCA. Together, the Board and CEO assure SCCE/HCCA’s relevance to the compliance community and its constituents, accomplishment of the Association’s mission and vision, and accountability to SCCE/HCCA members.

The Board delegates responsibility for management and day-to-day operations to the CEO, and s/he has the authority to carry out these responsibilities in accordance with the direction and policies established by the Board. The CEO provides direction and information to the Board as it carries out its governance functions.

Accountabilities

1. Legal and regulatory compliance
 - a. Ensures the filling of all required legal and regulatory documents and monitors compliance with relevant laws and regulations.
 - b. Establishes and maintains an effective compliance program for the Association.
2. Mission, and strategic planning
 - a. Helps the Board determine the Association’s mission, vision, short and long-term goals
 - b. Helps the Board monitor and evaluate the Association’s relevancy to the compliance community and other constituencies and the effectiveness of the Association's programs and activities.
3. Governance
 - a. Represents the Board’s general philosophy regarding the compliance profession.
 - b. Helps the Board articulate its role and accountabilities and that of its committees and individual members, helps the Board evaluate its own performance.
 - c. Works with the Board President and committee chairs to enable the Board to fulfil its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.

- d. Keeps the Board fully informed on the condition of the Association and on all the important factors influencing it.
 - i. Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and, facilitates discussion and deliberation.
 - ii. Informs the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making. Recommends policy positions to the Board.
 - e. Works with the Board to build consensus in decision making.
 - f. Works with the Board President to resolve conflicts between Board officers, committee chairs, and Board members.
 - g. Works with the Board President to maintain a positive and productive culture on the Board.
 - h. With the Board President, focuses Board attention on short and long-range strategic issues.
 - i. Works with the committee chairs to prepare agendas for meetings (Executive, Finance, Nomination, and Compensation).
 - j. Assist the Board President with their duties including the development of Board agendas, resolving issues, and anticipating issues that may arise.
 - k. Recommends volunteers to participate in the Board.
 - l. Oversee the operational aspects of the annual board election process.
4. Management and administration
- a. Provides general oversight of all Association activities, manages the day-to-day operations, and assures a smoothly functioning, efficient Association.
 - b. Provides management and oversight of primary business lines (publishing, membership, conferences, certification).
 - c. Assures program quality and organizational stability through the development and implementation of standards and controls, systems, procedures, and regular evaluation.
 - d. Assures a work environment that recruits, retains and supports quality staff and volunteers. Assures process for selecting, development, motivating, and evaluating staff and volunteers.
 - e. Recommends staffing and financing to the Board. In accordance with Board action, recruits personnel, negotiates professional contracts, and sees that appropriate compensation structures are developed and maintained.
 - f. Specifies accountability for management personal and evaluates performance regularly.
 - g. Maintain and support the policies as defined in the SCCE/HCCA policy manual.
 - h. Regularly perform market analysis.
5. Financial
- a. Provides strong understanding of ideas that will have a positive return on investment of time and money.
 - b. Promotes programs and services that are produced in a cost-effective manner while maintaining quality.

- c. Oversees the fiscal activities of the Association including budgeting, reporting and audit.
 - d. Works with the Board to ensure financing to support short and long-term goals.
6. Member and Community Relations
- a. Facilitates the integration of SCCE/HCCA into the fabric of the compliance community by using effective marketing and communications activities.
 - b. Acts as an advocate for issues relevant to SCCE/HCCA, its services, members, and the compliance community.
 - c. Listens to members, volunteers, and the compliance community in order to improve services and generate involvement.
 - d. Serves as chief spokesperson for SCCE/HCCA assuring proper representation of the Association to the compliance community and other constituencies.
 - e. Initiates, develops, and maintains cooperative and productive relationships with key constituencies, including, but not limited to, policy makers, the regulatory and enforcement community, compliance professionals, SCCE/HCCA members and the organizations they serve.

Qualifications:

A Bachelor's Degree is required with a minimum of 7 years experience in a senior management position. As CEO, this individual demonstrates critical competencies in the following broad categories:

Corporate Compliance: The CEO is a former or current compliance officer with at least 5 years experience in the compliance field, with some experience in international compliance. The CEO is willing and able to write and be active in compliance related social media on a regular basis. This leader has the ability to discuss compliance issues, trends, and other matters at a high level in print, speaking and in social media. The CEO is able to represent and advocate for the profession.

Business Acumen: As SCCE/HCCA's leader, this position requires an individual with knowledge and experience in management and administration. The position requires demonstrated experience in integrating and coordinating diverse areas of management:

- Knowledge in the following areas is required: Human resources, finance, oral and written communications, planning and evaluating, and governance.
- A high level of personal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the compliance community.
- Possesses a high emotional IQ.
- Maintain a positive office culture.
- Act with the highest levels of ethics and integrity.
- Effectively manage people.
- Be able to accept good new ideas and implement them quickly.
- Be able to effectively explain why the organization can't implement certain ideas.

- The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.

Leading change: The CEO possesses the skills and implements the functions of a leader. S/he shares the SCCE/HCCA values, mission and vision. S/he consistently displays integrity, models behavior, develops people, and builds teams.

Working Conditions:

This is a high-stress position based on full responsibility for SCCE/HCCA operations. Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding administrative issues.

Plans and implements programs. Establishes strong and appropriate relationships with Board, Committees, volunteers, staff, and others. Plans and meets deadlines. Maintains a flexible work schedule to meet the demands of executive management. Hours may be long and irregular. Expected to travel to all three annual meetings, some mid-range conferences, one Academy, and one local conference. Expected to attend all Board meetings, in person, and participate in the strategic planning meeting every other year. Some international travel will be required.

Conveys a professional and positive image and attitude regarding SCCE/HCCA. Demonstrates commitment to continued professional growth and development.

Compensation and Benefits:

- Exemplary salary and bonus structure
- 25 days of vacation, 9 holidays and 5 sick days for a total PTO of 44 days
- Vacation days will be added in 5 years
- Compensation time for travel will be received according to travel policy (travel policy is expected to be followed).
- Excellent health benefits
- Enjoy SCCE/HCCA's commitment to a strong work life balance.

Deputy CEO:

- Will serve as Deputy CEO for a period of 12 months.
- May be assigned any/all of the accountabilities as listed above at the discretion of CEO.
- Expected to have qualification of CEO as listed above.
- Will be named CEO after initial 12 months with satisfactory performance.
- Former CEO will perform project as assigned by the new CEO and assist new CEO at their direction.
- Will be a non-voting member of the Board upon hiring and thereafter.