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OPPORTUNITY PROFILE | Chief Executive Officer
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THE OPPORTUNITY

Reporting to a Board of Directors (following John Carver’s policy governance model), the Chief Executive Officer (CEO) has overall strategic, fiscal and operational responsibility for the Co-op, including the management and coordination of the Senior Leadership Team. The CEO will provide leadership to the Co-op’s strategic planning process and initiatives focusing on the continual improvement of the Co-op’s business model, ensuring the long-term financial integrity and viability of the Co-op.

Reporting to the CEO are seven key executives including: Vice President Operations; Vice President Human Resources; Vice President Agriculture; Vice President Finance; Propane Manager; Petroleum Manager and a Marketing and Communications Manager. Together this group forms the Senior Leadership Team.

Key Roles & Responsibilities

- Develop high quality business strategies and plans ensuring their alignment with short-term and long-term objectives.
- Develop and maintain a corporate culture that promotes integrity and ethical values throughout the Association, fostering a culture of ethical business conduct.
- Promote and protect the Association’s reputation in its divisions and with all members, customers, communities and government and regulatory bodies.
- Promote an environment of customer focus and outstanding customer service.

ABOUT THE LLOYDMINSTER & DISTRICT CO-OP

Incorporated in 1914, Lloydminster & District Co-op (LDC) is a diversified and locally-owned co-operative retailer offering agricultural products, petroleum, propane and grocery (their four divisions). With approximately 19,000 members and $155M in sales, LDC is the 14th largest co-op in Canada.

As a member-owned organization, LDC plays an integral part in building their communities and has invested over $1,000,000 towards this interest in the last ten years. LDC is committed to supporting youth, senior citizens, amateur sports, arts and culture, education and non-profit organizations.

LDC has also invested over $35M in capital expansion and renovation projects.

Mission

Member owned and controlled, we build our communities through quality products and exceptional customer service.

Core Values

The Lloydminster & District Co-operative exists to offer value to our member/customers, through the products and services we provide.

- We will be competitively priced throughout our various departments
- We will provide quality products and superior services throughout all departments
- We will act in a fiscally responsible manner, to ensure the long-term viability of our Association
- We will recognize and respect the contribution and effort of all employees
- We will support the communities we serve
- We will promote the Co-operative philosophy and principles through education of employees, members, youth and the community at large
- We will continue to explore opportunities that will add economic value to the Association and its members
- We will, after diligent analysis, divest, reorganize, or revamp the Association in areas where it does not possess a reasonable chance of achieving economic success
• Provide leadership and vision for the Association and promote the Association’s goals of profitability and growth in a sustainable and responsible manner.

• Responsible for identifying, investigating, developing and recommending new market opportunities, diversification opportunities, and strategic alliances that would be in the best interest of the Association.

• Authorize and organize the establishment of departments and associated senior management positions.

• Approve overall personnel planning. Ensure clearly defined business processes exist and that they are adequately resourced with well-defined roles and appropriate compensation. Ensure that performance management and succession planning processes are in place for key positions.

• Lead, motivate and provide the Senior Leadership Team with the necessary authority and resources to advance strategic plans and objectives in order to develop high-performing managerial teams. Evaluate and coach members of the Senior Leadership Team for compliance with established policies and procedures and attainment of established goals and objectives.

• Responsible for the adherence of the Association’s bylaws and Saskatchewan Co-operatives Act.

• Maintain effective relationships with FCL (Federated Co-operatives Limited), and the CRS (Co-operative Retailing System) as a whole.

• Develop, oversee the execution of, and monitor progress of annual operating and capital budgets.

• Identify, and develop plans to manage, the principal risks with respect to the Association and its divisions.

• Provide leadership to drive improvements in the safety culture, performance and objectives of the Association; accountable for ensuring maintenance of COR designation.

• Oversee operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission.

• Develop and enforce adherence to legal guidelines and in-house policies to maintain the Association’s legality and business ethics; ensuring that policies are aligned and in compliance with Board Governance Policies.

• Review financial and non-financial reports to devise solutions or improvements.

• Analyze problematic situations and occurrences and provide guidance or solutions to ensure the Association’s survival and growth.

• Approve marketing and communication programs.

• Serve as the Association’s chief spokesperson to its principal stakeholders including its member-owners, customers, our communities, FCL, and the public at large.

**Board Governance**

• Work in close collaboration with the Board Chair to determine the scheduling of, and agendas for, meetings of the Board and Committees of the Board so as to ensure that the Board is kept apprised in a timely manner of main issues (anticipated media coverage, threatened or pending lawsuits, and material or publicly visible internal changes or events, including changes in Senior Management) facing the Association, and to ensure there is an effective relationship between the Senior Leadership Team and the members of the Board.

• Responsible for keeping the Board informed on departmental results, as well as informed on the overall Association results and return on investment, on a period-by-period basis.

• Responsible for the achieving a reasonable interpretation of the Ends as described by the Board in policy.

• Operate within a reasonable interpretation of the executive limitations set by the Board in policy.
• Responsible for the completion of Ends and Executive Limitation monitoring reports that includes rationale and evidence of compliance; ensuring evidence is available for direct inspection for a period up to one year.

• Recommend to the Board allocation rates and disbursement of patronage equity at the conclusion of year-end.

• Provide information to the Board regarding Strategic Plans and relevant environmental scanning data.

• Prepare CEO report; organize and attend all regular and special board and committee meetings.

• Ensure decisions delegated to the CEO, but which require official Board approval by law, regulation or contract, have been placed on the Required Approvals Agenda along with the applicable monitoring information.

• Prepare the presentation and organize the Annual General Meeting according to the Association’s Bylaws.

THE PERSON

The ideal candidate will have experience, credentials and an executive presence to inspire confidence and garner trust and respect, internally and externally. The candidate will bring successful and proven executive experience in the retail sector, incorporating solid business acumen in operations, finance, marketing, human resources and administration. They will be approachable and accessible with a results-oriented and proven track record of executing an existing growth strategy. The candidate will have an excellent understanding of the financial aspects associated with running the overall business. Ideally the ideal candidate will possess previous experience as CEO or General Manager of a large multi-location organization, with full profit and loss responsibility of the various functions that report to the role. The CEO will have an entrepreneurial mindset with a high level of integrity and excellent interpersonal skills. Relevant experience in a co-operative business will be desirable but not specifically required.

The ideal candidate will have...

• Bachelor’s degree in Commerce and/or Business Management. Additional designations such as an MBA or CMA would be considered beneficial.

• 15+ years of experience in retail operations management, preferably in one or more of the following commodities: agriculture, propane, petroleum, and/or grocery. Experience working with Boards in a co-operative retail environment would be considered an asset.

Knowledge, Skills & Abilities

• Exceptionally service-orientated and customer-focused.

• Sound understanding of financial matters and analytics (e.g. performance metrics, risk management, the appropriate application of capital, budgeting, etc.) and of administrative issues (e.g. contracts, partnership agreements, Human Resources policies and practices, etc.)

• Ability to articulate and champion the vision, mission and objectives of the Association.

• Experience in contributing to Association strategic planning processes and corporate development (e.g. new products/services, new territories, etc.) and in aligning sales plans and activities with short and long-term goals.

• A capacity to understand and embrace new technology.

• Superior organizational management skills with the ability to coach senior-level staff to manage and develop high-performance teams and to develop and implement strategic plans.

• Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to a problem.

• Knowledge of economic and accounting principles and practices, the financial markets and the analysis and reporting of financial data.
• Knowledge of relevant business, financial, employment laws and government regulations.
• Ability to identify and consider the relative costs and benefits of potential actions and choose the most appropriate solution.
• Ability to motivate, develop, and direct people to perform at their highest potential with the ability to identify and place the best people in the right job.
• Action-oriented, entrepreneurial, flexible and innovative approach to operational management.
• Ability to communicate effectively, both verbally and in writing, with the ability to formulate and deliver ideas and material in a clear and concise manner combined with the ability to handle media relations.
• Proven negotiation skills with land deals, contractor discrepancies, staff and management.
• Prior knowledge in construction processes and terminology.
• Ability to handle high work load of conflicting priorities.
• In-depth knowledge of corporate governance and working with Boards.

KEY SUCCESS FACTORS

Entrepreneurial Leadership – Strategic thinker and collaborative leader, has proven general management skills with the ability to create and sustain shared commitment to key issues pertinent to the Lloydminster & District Co-op. Visionary, creative thinker – a merchant with proven ability to build and execute a winning plan in a competitive, high volume, low margin retail environment.

Strategic Relationships – Needs to understand and be able to work effectively within the CRS (Co-operative Retailing System) and its wholesaler/retailer environment. Comfortable building business relationships with strategic partners including Federated Co-operatives Limited (FCL), vendors, suppliers, members, elected officials, business professionals, the public, community organizations, and the media.

Financial Acumen – Experience in budgeting and fiscal management. Demonstrated ability to be accountable to the Board of Directors for the financial performance of the business. Strong understanding and familiarity with key financial indicators and metrics. Able to make key financial decisions which align with the overall corporate objectives, both short and long term.

Interpersonal and Communication – Self aware, self regulated, motivated, and empathetic. Effective communicator, consensus builder and relationship manager; has developed and managed strong, positive relationships with internal and external stakeholders including Board members, staff, investors/owners, and community leaders. Is an active listener and has excellent presentation and public speaking skills. Has the courage, determination, conviction and sense of humor that adds strength to his/her emotional intelligence.

Governance / Board – Deep understanding of governance best practice and processes, has experience reporting to or working closely with a Board. Has a track record of being honest and transparent, and is dedicated to the Association’s mission and vision.

Sense of Community – Demonstrates a strong sense of community, both professionally and personally. Recognizes the importance of being an active and contributing member of the local community. Demonstrates corporate social responsibility through an effective decision-making process and through leading by example. Supports local businesses wherever possible.

Team Excellence – Team leader and mentor; has motivated and developed an engaged team and successfully managed organizational change. Encourages others to achieve personal excellence. A great motivator who leads by example and instills enthusiasm and commitment in all staff. The candidate must possess the ability to inspire and motivate others through respect, conviction and the ability to formulate vision and direction, and communicate this effectively.
Sound Judgement – The ability to act quickly and decisively, using sound judgement, and is prone to action rather than reaction. Guided in actions by solid business instincts, strong ethics and sound business judgement that come from experience.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT

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