

# **Missouri Educators Unified Health Plan**

## **Executive Director Job Description**

The Executive Director is the Chief Executive Officer of the Missouri Educators Unified Health Plan, Inc., (“MEUHP”). The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission, financial objectives, growth and service.

### **Primary Duties**

- Serve as the Chief Executive Officer (CEO) of the MEUHP, who may speak on all matters before the Board, but may not vote on any matter.
- Enforce all rules and regulations as set forth by the Board of Directors and the Department of Insurance relating to the management of the MEUHP.

### **General Responsibilities**

- Regularly update the Board of Directors and assure effective communication between the Board of Directors, Third Party Administrator (TPA), Claims Administrator, and member school districts.
- Relay all communications from the Board of Directors to the TPA and member districts and receive from the TPA and member districts any communications directed to the Board of Directors.
- Communicate with legal counsel for the MEUHP.
- Develop and implement appropriate policies and procedures as necessary in order to implement directives of the Board of Directors, comply with the MEUHP Bylaws, and comply with state and federal laws.
- In conjunction with the TPA and the President of the Board of Directors, prepare the agenda for all meetings and submit recommendations to the Board of Directors relative to all matters requiring Board action.
- Provide the Board of Directors with helpful facts, information, and reports as needed to ensure the making of informed decisions.
- Submit to the Board of Directors clear and detailed explanations of any proposed procedure and any recommended change to established procedure.
- In conjunction with the TPA, develop and recommend to the Board of Directors long-range plans consistent with the ever-changing health insurance market.
- In conjunction with the TPA, implement and execute all decisions of the Board of Directors.
- Ensure that educational and member service plans are developed and maintained for the continued growth of the MEUHP.
- In conjunction with the TPA, be responsible for maintaining adequate records for the Board of Directors, including financial accounting systems, membership, marketing, contracts, required filings and such other records as the Board of Directors may require.
- In conjunction with the TPA, be responsible for all news releases, communication to the membership and any items of public interest.
- Attend all meetings of the Board of Directors, regional meetings and other meetings as recommended by the Board of Directors.

- Provide leadership to ensure a climate of trust and transparency in which ideas, issues and differences are openly discussed, reviewed and utilized to maintain a high level of service to MEUHP member districts.
- Work to ensure effective relations with various educational organizations that have a mutual interest in school district health insurance benefits.
- In conjunction with the TPA, develop a budget for the loss fund and the fund for operations of the Board of Directors and develop appropriate budgetary procedures for operations of the Board of Directors.
- Ensure that all funds of the MEUHP are properly safeguarded and administered.
- Act on own discretion in cases where action is necessary on any matter not covered by the Bylaws and/or Board of Directors' directive. Such action will be reported to the Board of Directors as soon as practicable and the Executive Director will recommend policy in order to provide guidance in the future.
- All other duties as assigned.

### **CEO Responsibilities to the Board of Directors**

- Be accountable to the Board of Directors (as a Board), for the administration of the MEUHP.
- Attend all meetings of the Board of Directors.
- Represent the Board of Directors in dealings with the membership, TPA, Claims Administrator, legal counsel, governmental agencies and educational professional organizations.
- Act as a reference agent of the Board of Directors for problems directed to the Board of Directors.
- Work with the Board of Directors to develop appropriate programs and policies, upon either the recommendation of the Executive Director or the initiative of the Board of Directors.
- If applicable, oversee the work of office personnel and operation of the MEUHP office.

### **Miscellaneous**

- Attend meetings, as deemed necessary by the Board of Directors, of other educational organizations where matters may be addressed that affect the operation of the MEUHP.
- Represent the Board of Directors and the MEUHP in general before the public and maintain a program of positive public relations.
- Hold, or plan to hold, a Missouri Health and Life Insurance Producer's License.

### **Qualifications**

The Executive Director of the MEUHP must hold an advanced degree from an accredited institution of higher education. Qualified candidates should have a minimum of five (5) years of central office administrative experience with a Missouri public school district, experience in negotiating contracts and contract renewals, and possess a basic knowledge of health insurance and the health insurance industry.

## **Terms of Employment**

The position of Executive Director is currently a part-time, (averaging approximately 30 hours per week, but varying each week), 12-month position, beginning July 1 and ending June 30. The position may be transitioned to a full-time position as deemed necessary by the Board of Directors. The Board of Directors may contract with the Executive Director for a maximum of three (3) years and may extend that contract annually based on an annual evaluation of performance to be conducted in May. Salary is set by the Board of Directors. The Executive Director's salary will be paid from the MEUHP Operating Account.

## **Benefits**

The Executive Director will be reimbursed monthly for health insurance at a rate set annually by the Board of Directors. The Executive Director will receive three weeks of paid vacation annually. The Board of Directors will cause payment of any matching amounts of social security, Medicare tax, etc. Benefits will be paid from the MEUHP Operating Account.

## **Reasonable Expenses**

On a monthly basis, the Executive Director will report all upcoming activities and anticipated expenses that will require reimbursement by the Board of Directors. The Board of Directors will annually set rates for the use of a cell phone, lodging, meals and mileage. The Executive Director will keep accurate and detailed reports of all expenses to be submitted to the auditor annually. Expenses will be reimbursed from the operating account of the Board of Directors.

## **Equal Employment Opportunity**

The MEUHP is an equal employment opportunity employer. The MEUHP provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The MEUHP expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

## **Interested Candidates Should Send a Cover Letter and Resume to:**

John French  
MEUHP President  
Northeast Region Board Member  
573-209-3217  
[jfrench@lewis.k12.mo.us](mailto:jfrench@lewis.k12.mo.us)