

National Board of Chiropractic Examiners
Greeley, CO

Position Specifications Executive Vice President

February 2013

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www.nbce.org

THE OPPORTUNITY

Overview:

The National Board of Chiropractic Examiners (NBCE) is the principal testing agency for the chiropractic profession. Established in 1963, the NBCE develops and administers standardized national examinations according to established guidelines. Among the benefits of the NBCE exams are:

- promoting high standards of competence
- assisting state licensing agencies in assessing competence
- facilitating the licensure of incoming practitioners
- enhancing professional credibility

Headquartered in Greeley, Colorado, the NBCE is a nonprofit organization overseen by 11 directors, five of whom are elected by their NBCE districts, four who serve as "at-large" representatives, and two who are appointed by the Federation of Chiropractic Licensing Boards. All are distinguished members of the worldwide chiropractic community.

In providing standardized written and performance assessments for the chiropractic profession, the NBCE develops, administers, scores, analyzes, and reports results from various examinations. The NBCE scores are among the criteria utilized by state licensing agencies to determine whether applicants satisfy state qualifications for licensure.

In its role as an international testing agency, the NBCE espouses no particular chiropractic philosophy, but formulates test plans according to information provided collectively by the chiropractic colleges, the state licensing agencies, field practitioners, subject specialists, and a Practice Analysis of Chiropractic.

Location: Greeley, Colorado

The Position:

The Executive Vice President (EVP) is the Chief Operating Officer and senior staff member of the organization. The EVP is responsible for supervising, directing, encouraging, and supporting in their entirety the administrative and operational programs and procedures of the National Board of Chiropractic Examiners.

The Executive Vice President is also responsible for seeing that the policies and goals set by the Board of Directors of the organization, either personally or by delegation to the appropriate personnel, are implemented and met. The Executive Vice President serves as the communications link between the staff and the NBCE Board of Directors and reports through the President of the Board.

Specific objectives for the Executive Vice President include:

- Implement and coordinate goals, objectives, and policies of the Board of Directors. Meet periodically with the Board of Directors, Executive Committee and/or President to present reports and receive direction for the accomplishment of these goals and objectives. He/she is required to travel to any meetings where his/her presence is necessary - usually about 10-12 times per year.
- Examine and evaluate goals, objectives, policies and procedures and make recommendations to the President for action, if necessary.
- Initiate investigations and recommend and/or implement new projects and programs with regard to the future physical and financial growth, credibility, and stability of the organization.
- Review financial records to insure a sound financial structure including the secure, careful, and economical administration of funds.
- Formulate, communicate and implement human resources policies. Direct salary and benefit administration with recommendations from appropriate management staff.
- Oversee maintenance of NBCE facilities, equipment, and supplies and grant approval for purchase of equipment and other expenditures.
- Negotiate contracts with legal counsel, consultants, outside vendors for electronic presentation of examinations and any other business as needed or as directed by the Board of Directors.
- Select, orient, train, evaluate, and/or dismiss staff or consultants. May delegate any or all of these responsibilities to appropriate administrative managers or supervisors.
- Maintain any human resources files not maintained by the Director of Administration.
- Assume responsibility for maintaining the confidentiality of all classified information such as examinee records, board financial and human resources data that employee can access as part of job. Communicate and interact with a variety of personalities and cultivate professional working relationships with each. Assist with occasional interdepartmental work requests.

Additional Duties/Responsibilities:

- Prepare relevant reports and proposals for bi-annual Board of Directors' meetings and quarterly Executive Committee meetings.
- Prepare annual budget, gathering information from all areas of the organization that affect the budget.
- Communicate with outside agencies and professionals routinely to establish sound professional and cooperative lines of communication including direct communication with chiropractic student leaders and examinees.
- Attend and participate in meetings, conferences, and hearings as a representative of NBCE.

Qualifications:

- *Experience:* At least 5 years' experience in broad-based management as administrative head of an operation, preferably comparable to the size of the NBCE. Experience may include educational institutional administration or other type organization that has a Board of Directors, or other position deemed equivalent. Experience at all levels of operations is necessary – financial, administrative, human resources, IT, physical facilities, and equipment. Public speaking is required.
- *Knowledge, Skills and Abilities:* Major skills required for this position include demonstrated management skills, verbal and written communication skills, people skills, and financial acuity; ability to deal with sensitive personnel and business related confidential material and situations. The ideal candidate will possess a general knowledge of the chiropractic profession and other health care organizations as well as understand Boards and their composition and functions. An understanding of higher educational programs and systems is preferred.
- *Education or Formal Training:* Bachelors and/or Masters and/or a Doctorate Degree in science, testing, management, education, educational administration, or Doctor of Chiropractic degree.
- *Materials and Equipment Directly Used:* Computer workstation, iPad, smart phone, and other office machines including dictation equipment, copiers, facsimile machines, and other such management tools for enhanced production.
- *Working Environment/Physical Activities:* NBCE Headquarters encompasses a general corporate office environment. General office duties are the norm with minimal lifting, stooping, and bending. Must be able to travel on behalf of the Board and Board projects. Exhibit physical stamina; however, physical demands may be tailored.

Why consider the opportunity?

- **Reputation:** NBCE is a stellar organization that is well-respected, operationally sound, and fiscally healthy.
- **State of the art facilities:** NBCE's offices are well appointed with state of the art technology, systems, and resources. Employees enjoy picturesque views and natural light.
- **Expertise and depth of staff:** NBCE's team includes highly specialized professionals who are among the most knowledgeable and experienced in their respective fields.
- **Culture:** NBCE associates enjoy a collegial, respectful, and highly professional work environment. Work-life balance is valued and employees enjoy generous benefits.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue through **April 15th, 2013**.
Click the following link to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=1934357&portalID=5652>

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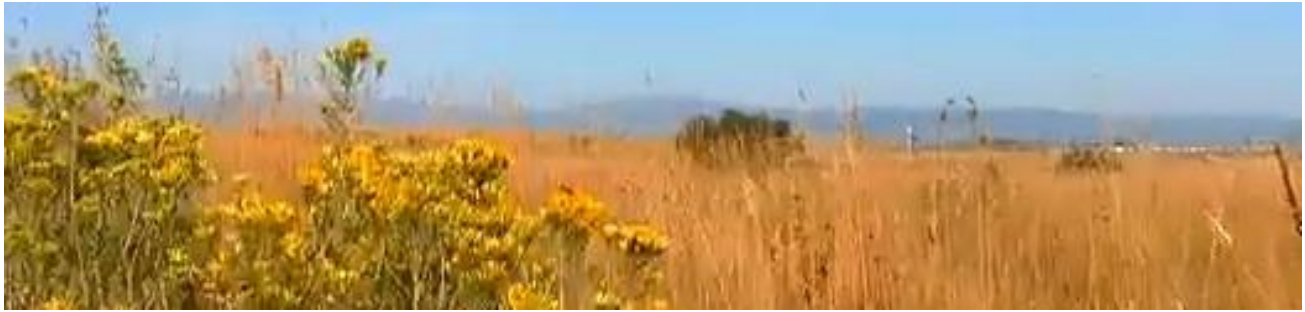
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The National Board of Chiropractic Examiners provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.



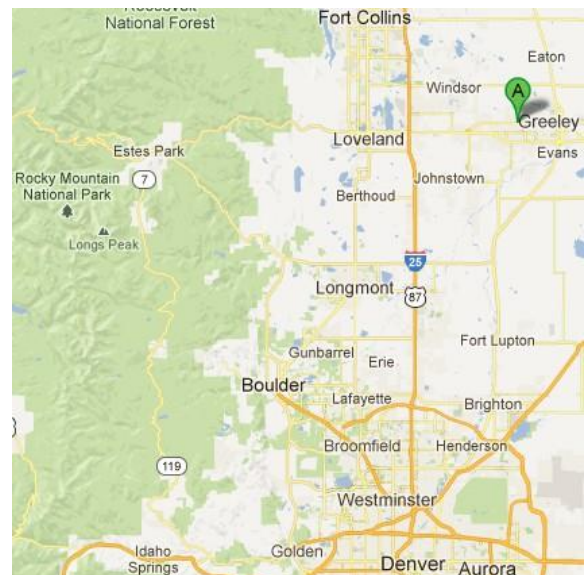
GREELEY, COLORADO

It has been said of Greeley, that there is no better place to call home. Located right in the center of all the exciting things that are happening in northern Colorado, you can snow ski on Saturday and play golf on Sunday. Greeley is a college town with an active arts and music scene that offers lower housing prices than other parts of the state. Greeley is an hour away from the grandeur of Rocky Mountain National Park and an hour from the Mile High city life of Denver. Greeley is large enough to have many of the amenities of the city, but small enough to avoid the annoyances of traffic and congestion. Greeley was named one of the 8 top places to retire in the United States by "Where to Retire" magazine, July/Aug issue 2010 and was noted as the 13th most affordable community to live in within the United States according to "Forbes."

Greeley is home to Aims Community College, Academy of Natural Therapy, University of Northern Colorado and Institute of Business & Medical Careers. Along with the Poudre River Trail, over 30 parks, and six outdoor sports complexes, Greeley offers a wide variety of outdoor recreation.

Interesting facts about Greeley, Colorado:

- As of 2012, Greeley's population is 92,889. Since 2000, it has had a population growth of 18.17 percent.
- The median home cost in Greeley is \$137,100. Home appreciation the last year has been 4.56 percent.
- Greeley's cost of living is 3.80% lower than the U.S. average.
- Elevation above sea level is 4,658 feet.
- With a dry climate, high temperatures are generally around 90°F-95°F (32°C) in the summer and 40°F-45°F (4°C) in the winter.



For additional information on Greeley, Colorado, please visit:

[Click here](#) to see an online video of Greeley, CO

[Click here](#) to view the digital chamber of commerce guide for Greeley, CO

Greeley Chamber of Commerce: <http://www.greeleychamber.com/>

Greeley Local News: <http://www.greeleytribune.com/>



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