

## **NCEES announces search for chief executive officer**

The National Council of Examiners for Engineering and Surveying has begun the search process for a new chief executive officer. Current CEO Jerry Carter will retire on September 30, 2018. The NCEES board of directors has formed a five-member CEO Search Committee, chaired by NCEES President Patrick Tami, P.L.S. The committee will accept applications from qualified candidates until April 30, 2018.

“Under CEO Carter’s leadership, NCEES has become one of the most respected organizations in the engineering and surveying professions. He has greatly improved our ability to achieve NCEES’ mission by bringing about a significant evolution of the Council’s services and governance,” Tami says. “Thanks to him, our new CEO will be able to continue our mission with a dedicated staff and strong financial footing.”

NCEES helps its member licensing boards carry out their duties to regulate the professions of engineering and surveying. It develops best-practice models for state licensure laws and regulations and promotes uniformity among the states. It develops, administers, and scores the exams used for engineering and surveying licensure throughout the country. It also provides services to help licensed engineers and surveyors practice their professions in other U.S. states and territories.

Candidates for the position should hold a bachelor’s degree or higher and have at least five years of executive-level leadership or management experience. The ideal candidate will be a visionary leader with strong financial experience in leading an organization, preferably in an engineering or surveying community. He or she will have an understanding of organizational governance and its structure and be a strong collaborative leader of NCEES leadership, staff, members, and volunteers. Previous experience at an executive level is preferred.

The following information about the search is also available at [ncees.org/CEOsearch](http://ncees.org/CEOsearch).

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## **I. ABOUT NCEES**

The National Council of Examiners for Engineering and Surveying is a nonprofit organization made up of engineering and surveying licensing boards from all U.S. states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands.

NCEES was founded in 1920 to help its member licensing boards carry out their duties to regulate the professions of engineering and surveying. It develops best-practice models for state licensure laws and regulations and promotes uniformity among the states. It develops, administers, and scores the exams used for engineering and surveying licensure throughout the country. It also provides services to help licensed engineers and surveyors practice their professions in other U.S. states and territories.

### **Vision**

The vision of NCEES is to provide leadership in professional licensure of engineers and surveyors through excellence in uniform laws, licensing standards, and professional ethics in order to safeguard the health, safety, and welfare of the public and to shape the future of professional licensure.

### **Mission**

The mission of NCEES is to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public.

This mission is supported through its member boards, board of directors, staff, board administrators, and volunteers by:

- Providing outstanding nationally normed examinations for engineers and surveyors
- Providing uniform model laws and model rules for adoption by the member boards
- Promoting professional ethics among all engineers and surveyors
- Coordinating with domestic and international organizations to advance licensure of all engineers and surveyors.

NCEES operates under the leadership of an eight-member board of directors, which is elected by the Council's member licensing boards. Members and staff of state licensing boards form the membership of NCEES standing committees, task forces, and zone and national leadership. Approximately 800 additional professional engineers and surveyors volunteer on exam development committees or participate in outreach activities.

NCEES headquarters, located in Clemson, South Carolina, is comprised of six operating divisions: Exam Services, Finance, Human Resources, Information Technology, Member Services, and Public Affairs. Current staffing consists of 68 full-time employees and three part-time employees.

### **Key external relationships**

NCEES maintains strong relationships with other engineering- and surveying-related organizations through its Participating Organizations Liaison Council (POLC). Through the annual POLC meeting and communications throughout the year, NCEES and the other POLC societies maintain an open dialogue about their policies and the opinions of their leadership on issues of common interest.

POLC organizations include the following:

- American Academy of Environmental Engineers and Scientists
- American Council of Engineering Companies

- American Institute of Chemical Engineers
- American Nuclear Society
- American Society for Engineering Education
- American Society for Photogrammetry and Remote Sensing
- American Society of Agricultural and Biological Engineers
- American Society of Civil Engineers
- American Society of Heating, Refrigerating, and Air-Conditioning Engineers
- American Society of Mechanical Engineers
- Architectural Engineering Institute of ASCE
- California Land Surveyors Association
- Council of Engineering and Scientific Specialty Boards
- Institute of Electrical and Electronics Engineers–USA
- Institute of Industrial and Systems Engineers
- International Society of Automation
- Michigan Society of Professional Surveyors
- National Council of Structural Engineers Associations
- National Society of Professional Engineers
- National Society of Professional Surveyors
- Society of Fire Protection Engineers
- Structural Engineering Institute of ASCE
- The Minerals Metals and Materials Society
- The Society of Naval Architects and Marine Engineers
- National Academy of Forensic Engineers
- Society for Mining, Metallurgy, and Exploration

## **II. ABOUT THE POSITION**

The chief executive officer (CEO) is responsible for providing strategic leadership for NCEES. The successful candidate will be accountable for the successful execution and implementation of the NCEES board of directors' policies, procedures, initiatives, and strategic plan. The CEO is the first in command for NCEES staff and is responsible for giving the proper strategic direction as well as creating a vision for success.

### **Responsibilities**

The CEO develops strategy; plans, directs, and formulates policies; and provides information to be presented to the board of directors for its consideration and approval.

### **Administration**

- Effectively implement the goals and objectives of the NCEES board of directors.
- Establish credibility throughout the Council and with the board of directors as an effective developer of solutions to business challenges. Responsible for maintaining and enhancing the Council's reputation as the leader in engineering and surveying licensure.
- Direct and coordinate activities between the Council and foreign entities in order to provide information and promote international interests.
- Serve as secretary of the NCEES corporation. Also serve on NCEES management committees and other governing boards.
- Develop and manage relationships with members and other stakeholders.

- Collaborate with the senior management to develop and implement plans for the operational infrastructure of the Council, processes, and personnel designed to accommodate the growth objectives of NCEES. Foster a success-oriented, accountable environment within the Council corporate headquarters.

### **Financial management**

- Plan, develop, organize, implement, direct, and evaluate the Council's fiscal function and performance.
- Provide strategic financial input and leadership on decision-making issues affecting the organization. Direct the Council's finance group by providing timely and accurate analysis of budgets, financial reports, and trends to assist the board of directors and members in performing their responsibilities. Continually improve the budgeting process on financial issues.
- Negotiate or approve contracts and agreements with suppliers, distributors, member boards, and other organizational entities.

### **Public relations**

- Deliver speeches, write articles, and present information at national and international meetings and conventions to promote services, exchange ideas, and accomplish objectives. Serve as liaison between organizations, member boards, and outside organizations.
- Attend and participate in meetings for the Council and Council committees.
- Act as an ambassador and spokesperson for the organization.
- Represent NCEES and promote the objectives at official functions, or delegate representatives to do so.

### **Strategic planning**

- Participate in the development of the Council's plans and programs as a strategic partner. Evaluate and advise on the impact of long-range planning and introduction of new programs and strategies.
- Review organizational outcomes and metrics to evaluate performance effectiveness and efficiency.
- Chart and implement organization-wide strategy and direction.
- Provide clear strategic leadership and effective governance.

## **III. QUALIFICATIONS**

The successful candidate will hold a bachelor's or higher degree and have five years of executive level leadership or management. He or she will be a visionary leader with strong financial experience in leading an organization; will have an understanding of organizational governance and its structure; and will be a strong collaborative leader of people, including NCEES leadership, staff, members, and volunteers. Previous experience at an executive level is preferred.

The successful candidate will demonstrate the knowledge and skills required for this role, including the following:

- Strategic planning
- Interpretation of legal documents and government regulations
- Strong financial acumen with knowledge of budget development and control
- Project management
- Problem identification and resolution
- Ability to build consensus among members
- Networking and partnership development capabilities
- Understanding of best practices in human resources
- Proven ability to create high-performance teams
- Commitment to developing staff

- Public speaking and ability to represent the organization
- Strong written and verbal communication skills
- Ability to travel domestically and internationally
- Ability to work with people and organizations from diverse cultures, both domestically and internationally

**Personal characteristics**

- Energetic, forward-thinking, and creative individual with high ethical standards
- Strategic visionary with analytical ability, good judgment, and strong operational focus
- Well-organized and self-directed individual
- Team player
- Articulate, with the ability to relate to people at all levels of an organization
- Ability to lead change
- Decisive individual who possesses a big-picture perspective
- Ability to respond to sensitive inquiries or complaints

**IV. TIMELINE**

Position published	February 12, 2018
Application deadline	April 30, 2018
Interview period	June–July 2018
Executive selected	August 2018

**V. CONTACT INFORMATION**

Interested candidates should submit a cover letter and resume by email, no later than midnight (EDT) on April 30, 2018, to NCEES Executive Search Committee at [nceesceoapps@gmail.com](mailto:nceesceoapps@gmail.com).

Candidates will be notified that their submission has been received by return email. Submissions will be reviewed by the search committee, and candidates selected for interview will be notified by May 31, 2018.