ESSENTIAL RESPONSIBILITIES/JOB TASKS TCT BOARD MEMBERS

1. 50% Attends meetings for the purpose of conducting Cooperative and Company business in a timely and effective manner. Tasks may include attending the Annual Meeting, Special Meetings, the Annual Board Retreat, NTCA Annual Meeting, Regional Meetings, and regular monthly Board Meetings, reviewing meeting materials, preparing for meetings, participating in meetings, attending training sessions, staying abreast of industry, technology, competitive, and regulatory changes, and threats, etc. Monitored by review of attendance and training records and participation in meetings.

2. 20% Employs an effective Chief Executive Officer and supervises his/her activities and performance for the purpose of providing for the successful management of the Company. Tasks may include hiring a Chief Executive Officer, replacing a Chief Executive Officer if necessary, evaluating performance, reviewing and setting the salary of the Chief Executive Officer, approving sick, vacation, and other leave of the Chief Executive Officer, delegating authority to the Chief Executive Officer, providing confidential counsel, serving as a sounding board, etc. Monitored by the financial performance of the Company, project completion, and consideration of feedback from Members and Employees.

3. 20% Monitors the financial and operational performance of the Company for the purpose of ensuring the successful financial performance and long-term stability of the Company. Tasks may include monitoring overall performance, approving major company initiatives, ensuring sufficient financial and other resources existence to operate the Company, approving budgets and exceptions to the budget, approving the purchase of Company real property, approving the disposal of Company property over a specified amount, approving purchases over a specified amount, approving the use of professional consultants, etc. Monitored by review of the financial and operational reports, capital and operational budgets, and consideration of feedback from the Members.

4. 10% Establishes and promotes the mission and scope for the Cooperative and the Company for the purpose of providing leadership and direction. Tasks may include conducting and participating in strategic planning, making policy for the Cooperative, approving policies for the Company, approving the compensation policy for the Board and Company, establishing and maintaining positive community relations, establishing and maintaining positive Company relations, keeping Members informed of rights, responsibilities, status, the Company's response to industry changes, conducting and participating in an annual Board retreat, ensuring legal and regulatory compliance, asking challenging questions, answering questions, thinking creatively, prompting change, etc. Monitored by review of the Strategic Plan, financials, and consideration of feedback from the Members.

(Continually looks for new and improved ways of completing the above functions. Other tasks as assigned by supervisor will be performed in order to address unexpected situations or needs that may arise.)

RESPONSIBILITIES:
This elected position includes full responsibility and accountability to the Cooperative and its Members to provide leadership and direction to the Company and its Chief Executive Officer. Through its fiduciary role it carries the responsibilities of obedience, loyalty, and due care in making decisions with respect to the rights, properties, and interests of the Members. Directors must operate in concert with one another and demonstrate good faith in representing the best interests of the Company.

LATITUDE:
Most responsibilities and duties are outlined in this position description as well as the Board of Directors Policy Manual. These documents serve as a guide for the nature of the discussions and decisions that are made by Board Members. The bylaws provide the parameters for the latitude in decision making by the Board Members.

IMPACT OF POSITION:
Successful execution of the responsibilities and duties of the Board Members will likely result in the effective performance of the Company and its long-term stability. Failure to perform could result in loss of customers, vulnerability to competitors, liability, and loss of revenues.

INTERACTION:
Minimal personal contact with employees, other than the Chief Executive Officer, within the Company.
Occasional contact by phone, email, fax, and in person with the Chief Executive Officer to conduct Board and Company business.
Frequent contact by phone, email, fax, and in person with the Board President and other Board Members to conduct Board and Company business.

ESSENTIAL SKILLS & REQUIREMENTS:

EDUCATION:
High school diploma, desired.

SKILLS:
Administrative
Human relations
Conceptual
Political
Emotional intelligence
Supervisory
Managerial
Analytical
Organizational
Decision making
Problem solving
Writing
Oral communication
Phone

Math
Computer

EXPERIENCE:
At least one year telephony, desired.
One to three years management, desired.
At least one year regulatory, desired.
One to three years financial, desired.
One to three years technical, desired.

LICENSE:
Valid KS driver's license and a good driving record, required.

EQUIPMENT:
Computer, telephone, and other general office equipment, required.

PHYSICAL:
Occasional demonstration of manual dexterity and utilizing a computer, required.

TRAINING:
Ongoing training as required by the industry and Company.

WORK CONDITIONS:
Office environment and occasional road travel in all weather conditions.

OTHER:
Occasional overnight travel, required
Occasional travel by vehicle, required.
Occasional travel by air, required.
Occasional flexible (early/late/weekends) hours, required