



## **Role of the MD CEO**

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The CEO is appointed by the Board and reports to the Chairman and Board of MyState Limited.

The CEO has overall responsibility for the achievement of the Corporation's strategic, financial, and operational plans whilst ensuring;

- that the approach to risk is in accordance with board approved policies;
- strict adherence with regulatory and compliance obligations; and
- that the corporations reputation is protected and maintained.

It is expected that these plans will be delivered through leadership that inspires our people to operate efficiently and effectively with a focus on our customer service proposition.

The CEO is responsible for the development of a high quality leadership team that is capable of successfully delivering the Corporation's strategic plan, annual budget and operational plans.

The specific responsibilities that make up the role of the CEO are expanded upon below:

### **Relationship with the Board and Chairman**

The CEO's role is to:

- establish a close, effective relationship with the Board and Chairman;
- interact with the Board and Chairman to identify and capture new business opportunities;
- liaise with the Chairman regarding the preparation of an annual Board calendar, and the agendas and papers for Board meetings;
- perform any functions and exercise any powers delegated by the Board to the CEO and refer transactions outside delegated authority to the Board for approval;
- promptly advise the Board of any adverse developments in relation to the Corporation and/or its legal and operating environments; and
- support the Board's corporate governance activities.

## **Strategic Management**

The CEO's role is to:

- work with the board to develop and agree the strategic plan for the Corporation;
- implement the strategic plan and its transition to action through the preparation and execution of relevant tactical, financial and operational plans; and
- monitor and keep the board fully informed at all times of the shifts or trends in the operating environment that may provide opportunities or threats for the Corporation.

## **Leadership**

The CEO's role is to:

- deliver the achievement of the Corporations strategic, financial, and operational plans;
- build a culture that embraces change, innovation, accountability, compliance and excellence, valuing both individual and team performance; and
- build the profile and linkages of the Corporation with the communities within which it operates, particularly with its customers, major suppliers and business partners, the investment community, the regulatory authorities and other key stakeholders.

## **Financial Management**

The CEO's role is to:

- develop and recommend high level three year financial plans for Board approval;
- develop and recommend the annual operating and capital expenditure budgets for board approval;
- monitor and ensure that both capital adequacy and liquidity management remain within Board approved guidelines;
- manage the corporations resources efficiently and effectively and in accordance with the strategic plan, the three year high level financial plan and the annual budget;
- ensure that financial reporting is delivered in a timely and accurate manner and is in accordance with Board and statutory requirements.

## **Risk & Compliance**

The CEO's role is to:

- develop and recommend the risk appetite statement and related risk governance policies for board approval;
- ensure that a comprehensive and systematic risk management process exists throughout the corporation that will ensure adherence to the Board approved risk appetite statement and risk governance policies;
- ensure that the Corporation fully adheres with regulatory and compliance obligations; and
- ensure that the Board is fully informed on all material matters that may impact on the Corporation's regulatory and compliance obligations.

## **Decision Making**

The CEO's role is to:

- formulate key policies for consideration by the Board;
- undertake such actions or initiatives as are necessary to implement the decisions of the Board;
- allocate resources within the Corporation; and
- decide or guide courses of action in operations.

## **Human Resource Management**

The CEO's role is to:

- ensure the effective management of employees in accordance Corporation policies and relevant laws and regulations;
- attract and retain people with the skills, competencies, attributes, qualities and characteristics to meet existing and the future needs of the Corporation;
- develop a workplace environment that encourages individuals to achieve personal and professional growth;
- ensure that the executive team is appropriately experienced and resourced; and
- ensure that the Corporation has an engaged and energised workforce.

## **Product and Service Delivery**

The CEO's role is to:

- approve and oversee the design, development, promotion, delivery and quality of products and services;
- ensure that the Corporation has appropriate resources and capabilities; and
- ensure the brand and reputation of the Corporation are maintained and developed through quality customer service outcomes and new &/or innovative products and services.