

## Job Description – Vice President of Operations

### Tax Compliance:

- Responsible for WSA's compliance with tax laws and regulations in relation to life, annuity and mortgage loan portfolios (i.e. annual tax form reporting). (Does not include 990 preparation.)
- Responsible for 945 withholding and remittance.

### Fraternal:

- Ensure lodge annual reporting to Home Office is complete.
- Responsible for IRS-required reporting necessary to maintain lodge fraternal exemptions.
- Develop lodge training materials and policies for distribution to lodge officers.

### Life and Annuity Management:

- Ensure forms and applications are up-to-date and in compliance with state laws.
- File products as needed with states.
- Ensure disclosures and sales materials, including illustrations, are presented to consumers in accordance with state laws.
- Document internal procedures for management of payments, claims, complaints and general member services.
- Oversee operations to ensure internal procedures are followed.
- Oversee annuity portfolio management including: RMD's, death claim management, 1099R reporting.
- Maintain complaint files in accordance with state laws.
- Administrate WSA's Unclaimed Property Reporting monitoring and remittance procedures.

### Corporate Governance:

- Ensure WSA Articles of Organization and Bylaws are adequate for management of WSA. File any changes as required by state laws.
- Coordinate and manage Board of Directors elections including Director application materials and collection of votes from members.
- Assist Board of Directors with preparation of Board agenda as well as management of Board meetings (including ensuring all materials are available to the Board in a timely manner prior to meetings).
- Ensure WSA is in compliance with Corporate Governance mandates from a state level, including preparation and filing of Corporate Governance disclosures.
- Ensure WSA's Board, officers and employees are knowledgeable about WSA's Corporate Governance policies including: Ethics, Conflict of Interest, Whistleblower.
- Develop, update (as needed) and oversee compliance with WSA's Fraud Plan, Record Retention Plan, and Anti-Money Laundering/Bank Secrecy Act Plan. Ensure all staff operates in accordance with these plans.
- Develop and maintain WSA's Risk Assessment structure.

### Human Resources

- Ensure Employee manual is current and available to all employees.
- Review employee performance and recommend salary adjustments as appropriate.
- Administrate employee benefit programs (health, dental, SEP)
- Perform employee interviews to fill vacant positions.