GENERAL STATEMENT OF DUTIES:

The overall job of the president is to define and articulate the mission of the college; develop meaningful goals; and then recruit the talent, build the consensus, create the climate, and provide the resources to achieve them.

The College President is directly responsible to the Board of Trustees for the total operation of the College. He or she is the chief executive officer of the College and recommends to the Board for action all matters that may seem advisable. Within the framework of policies and regulations adopted by the Board, the College President exercises broad authority in carrying out responsibilities of the position. The responsibilities of the College President include:

a. The President shall attend all meetings of the Board except when his own tenure and salary are to be discussed, and shall not necessarily then be excluded.
b. The President shall act as the chief professional advisor to the Board in all matters pertaining to the educational and business policies of the College involving their organization and operation.
c. Responsible for the development and recommendation to the Board of educational and administrative policies.
d. The President is primarily responsible for the execution of Board policies.
e. The President shall have general charge over the educational and business matters of the College and over persons employed therein.
f. All employees of the College shall be under general direction of the President. He recommends employment of administrative officers, faculty, and other professional employees of the College.
g. The President shall report to the Board from time to time at his discretion, or upon request of the Board, on the educational and business affairs of the College.
h. The President may call meetings of the faculty, or other employees, at such times as he
dems advisable, for professional training and consultation.
i. The President shall prepare a carefully classified estimate of receipts and expenditures in
the form of a budget for the ensuing year, and submit the estimate to the Board within the
dates as prescribed by law.
j. The President shall investigate the needs of facilities for the College, and make such
recommendations to the Board as will meet these needs.
k. Within the limits of the budget, approved by the Board, the President shall have power to
approve requisitions for purchases and expenditures for the operation of the College. He
may delegate all or part of this authority to another member of the administrative staff.
l. The President shall recommend budget revisions which are deemed advisable for wise
financial administration.
m. The President shall represent the College to the constituency, to the general public, in
educational groups, and at Legislative hearings.
n. The President shall assist, as far as possible, in raising funds for the support of the College
and its programs. Serves as the primary contact person with private, local, state, and
national funding sources.
o. The President is charged with the responsibility of maintaining amity and unity of purpose
among members of the teaching and administrative staff and other employees.
p. Promotes a good working relationship with the public; the business and industrial
community; the media; and governmental, civic, and educational entities.
q. The President and the Vice President for Administrative Services shall approve all
warrants.
r. Performs such other reasonable responsibilities as may be assigned to him by the Board,
provided that said responsibilities shall be commensurate with the duties and office of the
president of the College.

Signatures:

__________________________       ____________________________
President                         Date

__________________________       ____________________________
Chairman of the Board of Trustees  Date