

COLLEGE PRESIDENT
QUALIFICATIONS AND DUTIES

BFA
(LOCAL)

QUALIFICATIONS

The Board as a body of the whole, or an executive search committee formed by the Board with the purpose of evaluating and assessing candidates and nominees for the position of College President, shall establish the qualifications for the position of College President. A master's degree shall be required for the position.

DUTIES AND
RESPONSIBILITIES

The College President is responsible for the overall operation of the College District. The College President shall:

1. Act as executive officer of the Board, charged with putting into effect its policies and regulations.
2. Act as executive officer of the faculty, charged with seeing that faculty policies and regulations are put into effect.
3. Bear responsibility to the Board for the satisfactory government and administration of the College District.
4. Participate in selecting a competent and harmonious teaching and administrative staff and recommend their employment to the Board.
5. Make recommendations to the Board on all matters pertaining to the promotion, demotion, and dismissal of members of the teaching and administrative staff.
6. Represent the institution to its constituency, to the general public, and to educational groups.
7. Prepare and execute the annual budget for operation of the College District.
8. Have ultimate control of the College District's fund-raising activities subject to Board approval of said activities.
9. Report to the Board, the standardizing agencies, and the constituency of the College District.
10. Foster the feeling of friendship and unity among teachers, administrators, the Board, and the constituency of the College District.
11. Advance the long-range plans approved by the Board to include students, facilities, staff, programs, and revenue.
12. Act as an advisor for all College District construction.
13. Annually monitor and evaluate the progress of the College District toward achieving goals and objectives necessary to perform its particular responsibilities contained in the purpose statement.

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14. Promote awareness of program quality to the Board, the community, and to College District personnel.
15. Maintain close communications with and serve as the administrative contact person for the chairs of the following committees:
 - a. Faculty Communications Committee
 - b. Strategic Planning, Research, and Institutional Effectiveness Committee
 - c. Long-Range Physical Plant Committee
 - d. Physical Plant Maintenance and Energy Long-Range Planning Committee
 - e. Affirmative Action Committee
16. Chair the Administrative Council and as chair, lead the institutional effectiveness process for the College District.
17. Coordinate the completion of the IPEDS report to the U.S. Office of Education.
18. Oversee the Rodeo Program and Rodeo Club. Approve the purchase of practice livestock for the Rodeo Team and approve travel of the Rodeo Team.
19. Perform other duties as may be assigned by the Board.