

Qualifications and Duties of the President

General Responsibility

The President shall serve as the executive officer for the Board. The administration of the College shall be delegated to the President, who shall carry out these administrative responsibilities and functions in accordance with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the College shall be delegated to the President who shall also perform such other chief executive administrative duties as may be assigned by the Board.

Responsibilities and Duties

1. The President will assist the Board by:
 - a. Being responsible for carrying out the general policies of the College as approved by the Board, the rules and regulations of the Higher Education Coordinating Commission (HECC) and Oregon Revised Statutes;
 - b. Initiating policies for Board consideration and developing administrative regulations to implement those policies, evaluating the effectiveness of all College regulations and rules;
 - c. Administering the planning, development and maintenance of a positive educational program which conforms with the adopted policies of the Board;
 - d. Recommending for the Board's consideration policies on organization, finance, instruction, physical plant and other functions of the College program;
 - e. Studying the requirements of the College for new construction and recommending needs to the Board;
 - f. Keeping the Board continuously informed of the progress and needs of the College.
2. The President is responsible for:
 - a. Preparing all agendas for meetings of the Board or delegating this responsibility in the event of absence;
 - b. Having the minutes of Board meetings recorded;
 - c. Signing the minutes of all special and regular meetings and transmitting a copy of the minutes of the previous meeting(s) to each member of the Board before each regular meeting;
 - d. Custodial responsibility for all records, proceedings and documents of the Board;
 - e. Attending all meetings of the Board and participating in all its deliberations;
 - f. Developing and putting into action administrative regulations consistent with Board policy;
 - g. Recommending to the Board the appointment of all professional personnel, defining the duties and assigning of work to all personnel;
 - h. Hiring all other College personnel;
 - i. Discipline, up to and including termination, of employees;

- j. Conducting continuous studies of the development and needs of the College and keeping the Board and the public informed;
 - k. Supervising the preparation and administration of the annual budget with recommendations for adoption.
3. The President serves as:
- a. The representative to meetings and conferences with federal, state and local accrediting associations and other agencies requiring College participation (This responsibility may be delegated if necessary.);
 - b. The representative to meetings, conferences and public events deemed to be of value to the College. These may, and should, be delegated to other College officials in accordance with the best interests of the College;
 - c. A nonvoting ex-officio member or guest of all committees, meetings, organizations or gatherings held by the public, students or College employees on the College campus.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(1\)](#)

[OAR 589-002-0100](#)

Cross Reference(s):

CBG - Evaluation of the President