

## **Qualifications and Duties of the President**

### **General Responsibility**

The President is appointed by the Board and shall serve as the chief executive officer of the College. The administration of the College, in all of aspects, shall be delegated to the President. The President shall carry out administrative responsibilities and functions in accordance with the policies adopted by the Board. The President shall attend regular, emergency, special meetings and executive sessions of the Board unless otherwise requested by the Board chairperson. The execution of all decisions made by the Board concerning the internal operation of the College shall be delegated to the President. The President may delegate functions to the staff.

### **Responsibilities of the President**

The President is responsible for all College administrators, professional support staff, faculty and classified staff.

1. Administration. The President shall:
  - a. Implement the general policies of the College as approved by the Board, the rules and regulations of the state Board and the general post secondary education laws of the state of Oregon;
  - b. Maintain and review the organizational structure of the College annually;
  - c. Initiate College policy for consideration by the Board with input from staff and students;
  - d. Implement College procedures commensurate with College approved policy;
  - e. Direct comprehensive campus instructional program and support services, which reflect community educational needs;
  - f. Serve in a public relations capacity;
  - g. Develop and maintain standards of high quality in all facets of instruction, management and support services;
  - h. Provide the necessary leadership to obtain appropriate accreditation of the College and to maintain accreditation standards;
  - I. Provide the Board with timely information on matters which impact the College;
  - j. Develop and submit the annual budget in accordance with Oregon Budget Law and administer the funds within the approved budget;
  - k. Provide reports as required and requested by local, state and national law;
  - l. Provide general direction for elections as required by Oregon law;
  - m. Provide leadership for the development and achievement of short and long range institutional plans.

2. Campus personnel. The President shall:
  - a. Provide for performance evaluation of administrators and make recommendations regarding retention to the Board;
  - b. Provide appropriate in-service, upgrading and retraining for administration, professional staff, faculty and classified staff;
  - c. Create a healthy work environment;
  - d. Act upon the recommendation of the human resource office or screening committee to hire faculty, professional staff and classified personnel.
  
3. College/community function. The President shall:
  - a. Serve as the College representative at meetings and conferences with federal, state and local accrediting associations and other agencies requiring College participation as determined by the Board;
  - b. Serve as the College representative at meetings, conferences and public events deemed to be beneficial to the College;
  - c. Serve as a non-voting ex-officio member of all Board and committees as requested by the Board.

## **Contracts**

The President of the College or designee of the President shall sign all contracts on behalf of the College not specifically required to be signed by the chairperson of the Board.

END OF POLICY

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### **Legal Reference(s):**

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

[OAR 589-002-0100](#)

### **Cross Reference(s):**

CBG - Evaluation of the President