

**BP: 3020****DUTIES OF THE PRESIDENT****General Responsibility**

The President shall serve as the executive officer for the Board of Education. 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 and directives 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 State Board of Education 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, rules, and procedures;
  - c. Administering the planning, development and maintenance of a progressive 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. Assisting the Board chair with preparing all agendas for meetings of the Board or delegating this responsibility in the event of absence;
  - b. Having the minutes of Board meetings transcribed;
  - 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. Maintaining 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. Hiring all College personnel, consultants, contract workers and volunteers in accordance with College procedure, state and federal laws;
  - h. Disciplining, up to and including suspension, of employees;
  - i. Informing the Board of the hiring, transfer or termination of exempt staff;
  - j. Providing the Board a current organizational chart reflecting any proposed changes;
  - k. Conducting continuous studies of the development and needs of the College and keeping the Board and the public informed;
  - l. Supervising the preparation and administration of the annual budget with recommendations for adoption;
  - m. Developing positive community relations and partnerships;
  - n. Performing other duties and responsibilities as directed by the Board.
3. The President serves as:
  - a. Clerk to the Board;
  - b. 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.);

- c. 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;
- d. Ex-officio member or guest of College related committees, meetings, organizations or gatherings.

END OF POLICY

**Legal Reference(s):**

ORS 341.290(1)

OAR 589-002-0100

DATE OF ADOPTION: 02/28/11

DATE(S) OF REVISION(S): 06/22/15

DATE OF LAST REVIEW: