

The Board is authorized under statute to employ a President as the chief executive officer of the college and may enter into an employment contract for a duration of more than one year but no more than five years. Under the same statute, the Board has the authority to remove any officer or employee of the college if in the Board's judgment the interests of education in the state are not met. (ARS 15-1444).

The President of the college shall be responsible for the complete organization and administration of the college. The board delegates to the President, as its chief executive officer, its authority for administering the laws and policies governing the college. The Board shall be responsible for conducting an evaluation of the College President annually.

The President may delegate any powers and duties entrusted to him/her by the board, but he/she shall be specifically responsible to the board for the execution of such delegated powers and duties.

President's Specific Functions

Among other duties, the President shall:

1. Document and report to the Board at least semi-annually on the efficiency and effectiveness of all college operations.
2. Act as the professional advisor to the Board.
3. Have the power to act in areas where no policy exists, subject to review by the board at the next regularly scheduled board meeting.
4. Prepare the board meeting agenda in consultation with and on advisement of the president and secretary of the Board.
5. Have timely prepared for adoption minutes of board meetings.
6. Attend all board meetings unless excused by the president of the Board.
7. Sign, when legally allowed, all documents which otherwise would require the signature of the president and/or secretary of the board subject to the limitations imposed by law or regulation (ARS 15-1444 and the Arizona Administrative Code).
8. Establish a college management structure that ensures the college is demonstrably managed in an efficient and effective manner and that such committees, councils, and advisory groups as deemed necessary are in place.
9. Keep the citizens of the county informed on a timely basis via a public information program.

10. Lead the development of programs and curriculum.
11. Participate in the selection of faculty and staff. The office of the President may promulgate office-specific procedures which provide incentives for recruitment of persons to fill in-demand positions at the college.
12. Appoint faculty and staff, subject to subsequent ratification by the Board.
13. Lead in the evaluation of faculty and staff.
14. Make final determinations regarding promotion, retention, and/or discharge of employees.
15. Be responsible for presentation of the annual budget to the Board.
16. Provide leaderships for physical plant development and maintenance.
17. Serve as the official representative of the college at professional meetings.
18. Keep the board informed on important matters that pertain to the general welfare of the college.

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References: *ARS 15-1444*