



Board Policy: Executive Officer of the District	Policy Number: BP01: 03.016
Article: 1.) Institutional Integrity/ Board of Trustees Section: 3.) Bylaws and Organization of the Board	Adopted by the BOT: 10/11/1999 Reviewed:
Applicable WAC/RCW:	Page 1 of 2

BP01: 03.016 Executive Officer of the District

The President of the District shall be the executive officer through which the Board carries out its programs and exercises its policies. The President may delegate to subordinates of the District such of her/his powers, as she/he may deem desirable to be exercised under the President's supervision and direction.

Responsibilities and duties of the President include, but are not limited to the following:

1. Inform the Board of all significant actions taken under authority granted by it and respond in a timely manner to Board requests for information.
2. Perform all executive functions for the Board, such as:
 - a. Prepare the agenda for Board meetings.
 - b. Conduct official correspondence of the Board.
 - c. Issue its orders.
 - d. Prepare all documents as directed by the Board and execute all documents pursuant to authority granted to the President by the Board.
 - e. Provide for the custody of all records, proceedings, and documents of the Board and assume responsibility for making them available for public inspection
3. Advise the Board in all areas of policy design and decision.
4. Appoint, manage, supervise, discharge, and determine qualifications for all employees of the College, including fixing their salaries and the terms and conditions of individual contracts in accordance with procedures established by the tenure laws of the State of Washington and/or the statutes, rules and regulations of the Washington Personnel Resources Board (WPRB).
5. Appoint, manage, supervise, and discharge administrative personnel, including fixing their salaries and the terms and conditions of their individual contracts. Determine the need for and qualifications of all positions within the District, and provide for evaluation of all personnel and programs. The President may delegate management, supervision and employee discipline of administrative personnel.

6. Prepare and submit to the Board an annual budget and administer the Board approved budget.
7. Formulate all reports, as may be required by the Board and by local, state, and national agencies.
8. Formulate and promulgate regulations and procedures to implement Board policies.
9. Represent the District to the community by interpreting the District program to the public, the press, and community organizations.
10. Approve the expenditure of all budgeted funds and execute all contracts consistent with the budget adopted by the Board and in compliance with Board rules and all applicable state and federal laws and regulations.
11. Prepare and submit to the Board an annual report of the operation of the District, including recommendations for the immediate and long-range development of the District.
12. Act as the chief administrator and educational leader of the District, responsible for the organizational structure of the District and for all executive and administrative duties in connection with the operation of the District.
13. Design long-range direction and scope of District programs, informing the Board from time to time such changes in programs and services as she/he deems desirable to fulfill the vision, mission, and values of the District.
14. Establish institutional goals consistent with Board vision, mission, values, and strategic directions.
15. Recommend to the Board a facilities Master Plan and direct the development of the campus building program.
16. Participate in community college programs at the local, state and national level by representing the District at meetings of organizations to which the District belongs and others as approved by the Board.
17. Review legislation affecting the District and report the substance thereof to the Board.
18. Attend Board meetings.
19. Designate, subject to Board approval, an administrative officer of the District to serve as acting President in the President's place and stead during absences.
20. Chair and provide leadership to the College Executive Team
21. Perform such other duties as may be assigned or granted by the Board or required by law.