

DUTIES OF THE PRESIDENT

Legal Authority: NCGS 115D-20; 23 NCAC 2C .0209

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The President shall be the chief executive officer of the College. As such, the President shall have the primary responsibility for the execution of policies formulated and adopted by the Board.

The President shall faithfully, industriously and, to the best of the President’s ability, perform all duties as described in the President’s job description and additional duties assigned from time to time by the Board. In addition, the President shall fulfill all duties imposed upon community college presidents by law or regulation and shall ensure that the College operates in accordance with all applicable federal and state laws and regulations.

The President shall devote full time, skill, labor and attention to the operation of the College and shall have responsibility to organize, reorganize and arrange the administrative staff, including instruction and business affairs, which in his or her judgment best serves the College. The President shall have the responsibility, subject to the policies of the College as established and amended, for all personnel matters, including selection, assignment, transfer and termination subject to Board approval. By way of example and not limitation of the President’s duties and responsibilities, the President is responsible for the following duties:

- (1) Coordinate and provide oversight of all administrative and managerial aspects of the institution.
- (2) Ensure sound fiscal management of the institution.
- (3) Provide for distribution of College resources to ensure effective fulfillment of the College's mission, goals and priorities.
- (4) Create a College environment that appreciates and reflects diversity both in the student body and the workforce, and support the vision statement for the College.
- (5) Advise the Board of financial and budgetary needs of the institution and recommend the items to be included in the current expense budget and the capital outlay budget.
- (6) Lead the College institutional effectiveness and goal setting process, and using a team approach, ensure development and execution of College strategic planning and continuous improvement.
- (7) Establish the College's organizational structure.

- (8) Make all final decisions regarding the employment and dismissal of all College employees as delegated by the Board.
- (9) Recommend policies to the Board when deemed in the best interest of student learning and the needs of the institution.
- (10) Administer all College policies and procedures fairly and effectively.
- (11) Shape and maintain the educational policies of the College and recommend additions, elimination, and change in programs and services provided by the institution deemed in the best interest of students, the local community, and the State of North Carolina.
- (12) Ensure that all educational programs are educationally sound, financially viable, and meet all recommendations and requirements of accrediting bodies, local and state law, and the standards of the North Carolina State Board of Community Colleges.
- (13) Appoint and work with local advisory committees to ensure educational programs address local workforce development needs.
- (14) Consult with the Board leadership on the agenda for meetings of the Board.
- (15) Oversee management of the College Foundation Board, and working through the College Foundation and ensure that the Foundation Board receives, accepts, and ensures fiscal accountability for private donations, bequests, and the like.
- (16) Encourage professional development and growth of all College employees, and supports professional development opportunities that enhance both individual professional growth and College priorities.
- (17) Promote effective supervision of all employees including development and effective execution of an employee evaluation system that fosters individual growth and accountability.
- (18) Actively seek private donations to the College and Public Radio East through their Foundations.
- (19) Actively engage in community involvement and encourage community engagement on behalf of the College among all College faculty and staff.
- (20) Promote and market the College to foster a positive image for the institution and enhance student recruitment.
- (21) Represent the College in various capacities on local, state, and national boards, task forces, and organizations.
- (22) Oversee management of Public Radio East and its employees, supervisors and all constituents and oversee the management of the Public Radio East Foundation Board and ensure that the Foundation Board receives, accepts, and ensures fiscal accountability for private donations, bequests, and the like.

- (23) Approve the College's academic calendar (Board authority delegated to President).
- (24) Approve Level 1 and Level 2 Instructional Service Agreements (Board authority delegated to President).

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