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Chapter:            Organization

Modification No. 002

Subject:            **President**

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- I.        The College President is the chief executive officer for the Board of Trustees and the chief administrator of the College. In addition to the authority and duties specifically imposed upon the President by law, all executive and administrative authority and duties associated with the conduct of the College will be exercised by the President or delegated as appropriate by the President to those the President may designate from time to time.
  
- II.      The following statements specify the particular role to be assumed by the President:
  - A.        To be concerned foremost with the overall functioning, development, and leadership of the College in its educational service to the community, within the role and scope of the College as defined by the Board of Trustees and the appropriate State agencies.
  
  - B.        Provide for the ongoing evaluation of the effectiveness of the College and the institutional responsiveness of the College to the community and to the requirements of appropriate groups and agencies.
  
  - C.        Responsible for planning and implementing administrative action supportive of and consistent with the policy determinations of the Board of Trustees and for appropriate planning and servicing for the official conduct of the responsibilities of the Board of Trustees, who serve as the legal governing board of the institution.
  
  - D.        Provide direction and recommendations for the educational development of students and for the appropriate increased public awareness of and interest in Montgomery Community College.
  
  - E.        Review the overall effectiveness and conformance of various College operations, programs and services, campus and community services administration, and central office functioning.
  
  - F.        Provide for the general allocation, assignment, and reassignment of the resources of the College to attempt to achieve maximum utilization of institutional resources to serve the community, in response to changing conditions, within the fiscal limits of the Board's approved budgets.
  
  - G.        Serve as the secretary to the Board of Trustees, as required by State law.
  
  - H.        Serve as the treasurer to the Board of Trustees, as required by State law.
  
  - I.        Provide administrative assistance to the Board of Trustees when the Board of Trustees, as a corporate body, initiates or responds on behalf of the College to various governmental and policy regulating groups and organizations.
  
  - J.        Recommend to the Board of Trustees from time to time appropriate policies and modifications to policies that will provide for the effective and efficient operation of the College as a community higher educational institution.

- K. Provide for orientation of Board members relative to the nature and status of the College.
- L. Recommend to the Board appropriate operating and capital budgets and long range plans, in conformance with the policies of the Board and the requirements of the law.
- M. Provide for legal counsel to the Board in appropriate matters requiring Board consideration.
- N. Provide for the coordination of the College with appropriate requirements of the local, State, and Federal governments.
- O. Represent the College to and foster cooperation with the local, state, regional, and national communities and educational endeavors.
- P. Provide appropriate coordination and management of the negotiations and contract administration associated with collective bargaining agreements.
- Q. Perform such other duties as may be established or agreed upon.

III. Selection

The President is selected by and appointed to the position by the Board of Trustees. The President's tenure in office and salary are as determined by the Board.

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Board Approval: May 16, 1978; April 12, 1984.