**President Job Description**

The President is responsible for ensuring that the Executive Committee and its members: are aware of and fulfill their governance responsibilities; comply with applicable laws and bylaws; conduct board business effectively and efficiently; and are accountable for their performance.

In order to fulfill these responsibilities, and subject to the Senate’s bylaws, the president presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of members and officers, submits various reports to the Executive Committee, to funders, and to other stakeholders; proposes the creation of ad hoc committees and task forces; appoints members to such committees; and performs other duties as the need arises and/or as defined in the bylaws.

The president acts as the official leader and spokesperson of the Senate as its principal elected officer. In this capacity, the president represents the voice of community college faculty through official positions of the delegates and under direction of the Executive Committee. The president is empowered to take action, as needed, based on the established principles of the organization.

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| **Function**  | **Duties** |
| Executive Committee Leadership | * Preside over meetings of the Executive Committee.
* Work with the Executive Director in preparing both the Executive Committee and plenary session agendas.
* Call special meetings as needed.
* After consultation with the Executive Director, appoint all committee chairs to task forces, and to external advisory committees and task forces.
* After consultation with the Executive Director recommend all standing committee members to the Executive Committee.
* Serve as an *ex officio* member of all committees.
* Facilitate Executive Committee decision-making.
* Coordinate the work of the Executive Committee and standing committees.
* Delegate assignments when appropriate.
* Ensure that Executive Committee members are aware of and fulfill their responsibilities;
* Discuss issues confronting the Senate with the Executive Director.
* Help guide and mediate Executive Committee actions with respect to Senate priorities and governance concerns.
* Ensure that the processes for evaluating performance of the Senate in achieving its mission is accomplished yearly.
* Ensure that structures and procedures are in place for securing the resources required by the Senate.
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| Executive Committee Development | * Work with the Executive Director to provide new Executive Committee member orientation.
* Ensure that structures and procedures are in place for effective recruitment, training, and evaluation of Executive Committee members.
* Informally evaluate the effectiveness of the Executive Committee members.
* Periodically consult with Executive Committee members on their roles and help them assess their performance.
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| Senate Leadership | * Preside over plenary and general sessions
* Represent the Academic Senate at statewide meetings.
* Work with the Executive Director to carry out all the resolutions of the plenary body.
* Negotiate and advocate for senate positions with internal and external agencies.
* Respond to or delegate queries from the field.
* Facilitate the implementation of and advocate for established positions and policies of the Academic Senate.
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| Executive Committee-Staff Relations | * Develop and maintain communication and a working relationship with the Executive Director to ensure the proper coordination and oversight of board activities.
* Review with the Executive Director any issues of concern to the Executive Committee.
* Act as a trusted advisor to the Executive Director as s/he develops and implements Senate’s strategic plan.
* Coordinate the regular evaluation of the Executive Director.
* Oversee the search for a new director, when the need arises.
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| Public Relations | * Serve as the official spokesperson for the Senate.
* Represent the Senate to the media, at public events, before the Legislature, on governmental and nongovernmental organizations and committees, and other official capacities.
* Build and maintain partnerships across the state to further the mission of the Senate.
* Communicate regularly with the field including timely and appropriate reporting of Executive Committee decisions and actions to member senates, constituents, and the public.
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