


PROCEDURE MANUAL

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|  ARIZONA WESTERN COLLEGE | | PROCEDURE 202.1 | |
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| | | Last Revision Date: | 01-03-2022; 12-01-2021; 08-17-2020; 10-10-2017 |
| | | Effective Date: | 06-05-2000 |
| | | Last Review Date: | 01-03-2022; 12-01-2020 |
| Section: | Administration | Subject: | Responsibilities of the President of the College |


PURPOSE

This procedure provides guidelines of the responsibilities of the President of the College.

PROCEDURE

1. The Arizona Western College President is responsible for the overall operation of Arizona Western College through effective administration, leadership articulation, development and planning to ensure that the College fulfills its mission and purposes through the implementation of governing board established goals and objectives in accordance with pertinent laws, by-laws and regulations.
2. The Arizona Western College President:
 - 2.1 Administers the College with sound decision making, strategic planning and innovative direction within approved budget levels and expenditures to meet the mission and vision of Arizona Western College.
 - 2.2 Leads the College utilizing an accessible management style which contributes to staff morale, national, state and community support, and appropriate delegation of authority while seeking district input resulting in effective governance of the College.
 - 2.3 Articulates the position of the College in advocacy activities with students and staff while establishing positive and productive relationships with elected officials, businesses, schools, community organizations
 - 2.4 Develops the College by maintaining an entrepreneurial approach to grant development, community partnerships and innovative staff and resource development to improve institutional effectiveness and program enhancement.
 - 2.5 Oversees the implementation of the College's Strategic Plan in accordance with the College's Mission, Vision and Values.
3. The Arizona Western College President performs management responsibilities by:

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- 3.1 Directing the development and implementation of District Governing Board policies and procedures.
- 3.2 Serving on external and internal boards or committees.
- 3.3 Serving as a liaison and communicating with the elected officials and local, state and national policy makers.
- 3.4 Presiding over President's Cabinet Meeting.
- 3.5 Performing other responsibilities mutually agreed upon by the District Governing Board and President.