


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 202.1		
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	Last Revision Date:	06-05-00	
Effective Date:			
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 futuristic direction within approved budget levels and expenditures to meet the mission and purpose 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 and consensual direction of the three divisions of the College: instructional services, administrative services and student services.
 - 2.3 Articulates the position of the College in advocacy activities with students and staff while establishing positive and productive relationships with the State Community College Board, businesses, schools and community organization.
 - 2.4 Develop the College by maintaining an entrepreneurial approach to grant development, fund raising, partnerships and innovative staff and resource development to improve institutional effectiveness and program enhancement.
 - 2.5 Plans and establishes a vision of the College coupled with strategic planning and trend analysis in order to maximize fiscal and personnel resources so that the College is a high performing college at the forefront of change.
3. The Arizona Western College President performs management responsibilities by:
 - 3.1 Directing the development and presentation of Board policies and procedures.
 - 3.2 Serving on external and internal boards or committees.
 - 3.3 Providing liaison and communicating with the State Community College Board.
 - 3.4 Presiding over President's staff meeting.
 - 3.5 Performing other responsibilities mutually agreed upon by the governing board and President.