

## **POLICY B30: PRESIDENT'S JOB DESCRIPTION**

<b>POSITION:</b> President & Chief Executive Officer	<b>LOCATION:</b> Administration Office, Castlegar Campus
<b>INCUMBENT:</b> Marilyn Luscombe	<b>REPORTS TO:</b> Board of Governors

### **GENERAL ACCOUNTABILITY**

The President and Chief Executive Officer is accountable to the Selkirk College Board of Governors for the overall leadership and management of Selkirk College. The President's performance will be considered synonymous with organizational performance. In this way, it is acknowledged that the President's accountabilities are met only with and through the employees of Selkirk College.

### **ORGANIZATION STRUCTURE**

This position reports to the Board of Governors. Reporting directly to the incumbent are six positions: Vice President: Finance & Administration; Vice President: Academic and Student Development; Director: Human Resources; Director: Advancement and Development; the Executive Assistant to the President and the Board; and the Human Rights Advisor. The President works closely with an eleven-member management team.

### **NATURE AND SCOPE**

Selkirk College is a multi-campus comprehensive community college established and operating pursuant to the provisions of the statutes of the Province of BC and since 1966. The College and Institute Act accords to the College Board the responsibility for the general welfare and overall management of the College. The College Board is the ultimate authority for the operation of the College subject to the provisions of the legislation. To fulfill its mandate, the College Board appoints a president who in turn is responsible for appointing staff, providing institutional direction and leading and managing the operations and activities of the College.

The Board of Governors appoints and determines, with the approval of the Post Secondary Employers Association, the compensation and other terms of employment of the President and Chief Executive Officer. The Board also approves the College's long-term vision and plans, the three-year Service Plans and annual Capital Plans, the College's annual report, and the annual goals and objectives as submitted by the President and Chief Executive Officer. The Board delegates to the President and Chief Executive Officer the complete authority for College operation and activities within limits established by the policies of the Board and the organization.

### **ACCOUNTABILITIES**

1. To achieve expectations through the organization Board's Ends Policies, and as iterated in the approved annual goals and objectives.
2. To operate within the boundaries of prudence and ethics established in Board Policies and Executive Limitations.
3. To develop, in consultation with the College community, College Policies; to implement College

Policies and monitor their effectiveness and appropriateness.

4. To carry out other responsibilities as directed by the Board or as may be required pursuant to the College and Institute Act and other relevant legislation.

### **SPECIFIC ACTIVITIES**

1. Provide effective, innovative and sensitive leadership in fulfilling the College's Mission, Vision and Strategic Outcomes/Ends Policies.
2. Assist the Board to fulfil its mandate by recommending and supporting policies; advising on matters pertaining to the Board's responsibilities; reporting to the Board monthly and as otherwise required.
3. Develop and recommend to the Board short- and long-term plans for the benefit and advancement of the College.
4. Assess, on a continuing basis, the educational needs of the College catchment area; devise and deliver appropriate programs and services to meet these needs; monitor results to ensure high quality.
5. Attract, assemble and lead effectively a high calibre senior management team.
6. Select, appoint, promote and remove College employees in accordance with College Policies and provincial statutes.
7. Develop and administer programs for the appraisal and development of staff.
8. Develop, approve, implement and administer fair and equitable human resource policies, including salary, wage and benefit programs.
9. Encourage excellence as a major goal of all College staff.
10. Prepare annual expense plans (operating, equipment, facilities) for approval of the College Board; administer approved budgets; ensure that all monies received and expended are accounted for; secure funds to finance approved expense plans.
11. Maintain the College's buildings, facilities, equipment and operating services in optimum condition to support College programs and activities; plan for and secure funding for the expansion of facilities when required.
12. Promote Selkirk College interests in the field of international education.
13. Promote an understanding of and support for Board's Ends Policies and College programs and services among the College's major constituencies.
14. Establish and maintain communications with community organizations and government agencies and act as College representative to these groups as appropriate.
15. Serve on the Board, and on Education Council, providing advice and support on behalf of the College.

## **INTERNAL RELATIONSHIPS**

Board of Governors – to ensure constructive review and final approval of management policies, direction and objectives and to engage in determining direction and strategies.

All Employees – to mentor and support a highly motivated, productive and engaged College workforce which identifies with and strives to achieve Selkirk College's Mission, Vision, and Strategic Directions.

## **EXTERNAL RELATIONSHIPS**

Ministry of Advanced Education, BC College Presidents, Post-Secondary Employers Association, Association of Canadian Community Colleges, MP, MLA's, Mayors and Councils, Regional District Chairs and Boards, Columbia Basin Trust – to establish beneficial alliances, relationships and partnerships.

Various community groups, the College donor community, Honorary Board members, campaign leaders, regional business and industry, the general public – to establish and maintain a positive and visible profile of the College, and to establish, nurture and maintain effective relationships and recognize contributions appropriately