

Responsibilities of the CEO/President	Policy Number	1.3.1
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

- A. The Board of Trustees of Laramie County Community College (LCCC) is statutorily required to appoint a chief administrative officer. Therefore, the Board establishes the position of President and delegates to the President the powers and duties as described in this policy.
- B. The President is the Chief Executive Officer of Laramie County Community College, is the sole employee of the Board, and is responsible to the Board for the proper administration of the College.
- C. The President is expected to perform the duties contained in the President's employment agreement/contract and job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the President.
- D. The primary roles of the President are:
 - 1) to implement the policies and strategic vision of the Board of Trustees; and
 - 2) to provide direction for the operation of the College. In order for the Board as the policymaking body and the President as the administrative officer responsible for services to students and the community to work effectively, all formal communications and recommendations to the Board of Trustees are coordinated by the President.
- E. More specifically, it is the responsibility of the President to:
 - 4) Keep the Board advised of the financial condition and
 - 5) Make recommendations on new or modified Board p
 - 6) Develop administrative procedures to implement Bo
 - 7) Act as the purchasing agent for the College and execu authority of the Board;
 - 8) Subject to the approval of the Board, conduct all aspe behalf of the College;
 - 9) Maintain open communications with the Board and f

1.3.1 Responsibilities of the CEO