



**MEDICINE HAT COLLEGE
BOARD OF GOVERNORS
POLICY MANUAL**

BP-1: President’s Role and Job Description

POLICY NAME: President’s Role and Job Description	POLICY NUMBER: BP-1
POLICY TYPE: Board-President Relationship	DATE APPROVED: 19 April 2016 DATE REVIEWED:

PRESIDENT’S ROLE AND JOB DESCRIPTION

The President’s role is to manage all aspects of the College, in accordance with Board policies and directions of the Board.

The President’s performance will be considered to be synonymous with the performance of the College as a total.

The President’s job can be stated as performance in two areas:

- Organizational accomplishment of the Board on the Ends policies and the Comprehensive Institutional Plan; and
- Organizational operation within the boundaries of prudence and ethics established in Board Executive Limitations policies.

Specific Accountabilities Include:

1. Mandate & Mission

Ensure that the mission of the College is defined in accordance with its mandate, character and resources and is attained through the development of draft policies and strategic plans, and in implementation of approved policies, plans, programs and services.

2. Reputation and Position Role

Enhance and safeguard the reputation and positioning of the College in rural, urban and global communities, business and industry, the post-secondary educational system, government, alumni, and the general public.

3. Overall Performance

By regularly monitoring, assessing and responding appropriately, ensure effective performance of the College.

4. Students

Ensure that quality, up-to-date curriculum is delivered through appropriate methodologies and technology with appropriate support services.

5. Staffing

Ensure that the immediate and long-term objectives of the College can be attained consistently through the attraction, acquisition, retention, development, motivation and effective utilization of the highest caliber of human resources. Encourage a strong sense of “team” through both participating and leading.

6. Culture

Foster the development of an appropriate living and learning culture at the College that is conducive to effective learning by students and their successful academic achievements through appropriate education and support by faculty and staff. The culture will be maintained on the basis of trust created through an open administration.

7. Decision Making

Ensure the overall growth and development of the College by implementing effective consultation and collaborative mechanisms.

8. Communication

Communicate the activities of the College to the Board, the internal College community, the government, alumni, stakeholders and the general public in an accurate, timely and comprehensive fashion.

9. Board Relations

In co-operation with the Chair, identify matters requiring policy, ensure that the Board is apprised on relevant issues, and assist the Chair and the Board in achieving institutional priorities and overall Board effectiveness.

10. Financial Accountability

Ensure the financial health of the College through judicious acquisition and employment of human, physical and financial resources and the exercise of financial control within Board-approved budgets and the Board’s long-term financial strategy for the College.