

PRESIDENT

OFFICE RESPONSIBILITIES

- Act in a day-to-day capacity for the Association
- Call meetings of the Association or its component parts (Executive Board, committees, etc.)
- Direct the Association toward the fulfillment of its purpose and goals and act as chief executive officer
- Establish standing committees or appointed offices as needed with Executive Board approval
- Establish task forces as needed with Executive Board approval
- Appoint Chairpersons and/or officers for all standing committees and appointed offices with Executive Board approval
- Fill any vacancies in committee chairs or appointed offices with Executive Board approval
- Conduct Executive Board meetings and preside over the business and general sessions of the Association during the annual conference
- Work with the liaison from the Presidents' Association and the liaison from NC Dept. of Community Colleges (CCCLRA President)
- Serve as an ex officio member of all committees
- Handle appropriate correspondence pertaining to the Association
- Send a memo to the State Employees' Credit Union authorizing officer change at the end of term - this is done with the outgoing treasurer (Appendix A)
- Appoint an Audit Committee who will audit the treasurer's records at the first Executive Board meeting of the year
- For reference, maintain documentation in CCCLRA archive that might be useful to a successor and as historical data
- Award certificates of appreciation to officers, committee chairs, etc. as appropriate at annual conference