



Victor Valley College District Foundation
Policy # BP9 (June 2009)
Job Description: Board President

Title: Chairman of the Board / President

Authority: The Chairman of the Board / President shall have the authority as defined in the organization's bylaws:

Section 4.03. President. The Chairman of the Board of Directors / President may be referred to as the "Chairman" or "President," as the context so dictates. He/she shall be the Chairman of the Board of Directors, in which capacity he/she shall preside at all meetings of the Board of Directors. He/she shall also be the Chief Executive Officer of the Foundation, in which capacity, but subject to the control of the Board of Directors, he/she shall have general supervision, direction and control of the business and affairs, and the Officers of the Foundation. He/she shall have the general powers and duties of management usually vested in the office of president of a corporation, in addition to those powers and duties expressly prescribed by the Board of Directors and permitted by the Bylaws. He/she shall also be an ex-officio member of all Standing Committees, except the Executive Committee which he/she, or such other Director as he/she designates and the Board of Directors approves, shall chair. Additionally, in the event that the position of Executive Director of the Foundation is temporarily or permanently vacant, the Chairman/President shall serve as the interim Executive Director of the Foundation, without compensation.

Term: The Chairman of the Board / President shall serve for one fiscal year and may be reappointed to the position for a maximum of 2 consecutive terms.

Guidelines for Selection: The Board Development Committee seeks candidates who demonstrate:

1. Commitment to the organization, its mission and strategic plans
2. Leadership (i.e. prior service as a committee chair)
3. Understanding of college foundation programs and activities (i.e. service on Executive Committee)
4. Active participation in committees, meetings and events
5. Financial contributions as a donor to the organization

Preference will also be given to candidates who have participated in volunteer training programs such as provided by the Network of California Community College Foundations.

Major Duties: The Chairman of the Board / President will:

- Lead Board & Executive Committee Meetings
- Assign committee chairpersons with input from the Executive Committee
- Serve as the primary spokesperson for the Foundation
- Make reports to the Victor Valley College Board of Trustees
- Set direction for the Foundation with input / approval of the Board
- Cultivate future leadership for the Foundation
- Serve as a chief fundraiser for the organization