

## **POLICY TYPE: BOARD PROCESS**

### **POLICY TITLE: BOARD JOB DESCRIPTION**

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The job of the Board is to represent the owners in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the role and functions of its staff, the Board will concentrate its efforts on the following job "products" or outputs.

1. Linkage with the public regarding ENDS. Input may be obtained in the following ways:
  - A. Meeting with individuals and organized or informal community groups (i.e., civic groups, churches, focus groups).
  - B. Observing and meeting with other public boards.
  - C. Hosting opportunities that afford owners the opportunity to learn about the College.
  - D. During open session of Board meetings.
2. Written governing policies which, at the broadest levels, address:
  - A. ENDS: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which people at what cost).
  - B. EXECUTIVE LIMITATIONS: Constraints on executive authority that establish the boundaries within which all executive activity and decisions must take place.
  - C. BOARD PROCESS: Specification of how the Board conceives, carries out, and monitors its own task.
  - D. BOARD-PRESIDENT RELATIONSHIP: The manner in which authority is passed to the President and assessment of the use of that authority.
3. Assure the President's performance by using the monitoring data as measured against Board Policies "ENDS" and on "Executive Limitations."

(continued on next page)

## **POLICY TYPE: BOARD PROCESS**

### **POLICY TITLE: BOARD JOB DESCRIPTION (continued)**

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4. Select and discipline Board officers
  - A. A chairperson shall be selected, by majority vote of the Board members present, based on abilities to carry out the responsibilities of that position. (A chairperson, and other officers deemed necessary or required by statute, shall be elected on an annual basis during the official Board meeting in ~~July~~ [January](#)).
  - B. If, for any reason, Board members believe the chairperson fails to fulfill the role as stated in these policies, they may, by majority vote of the entire Board, remove the chairperson from office and select a replacement for the remainder of the unexpired term as chairperson.
5. Impact legislative affairs through personal advocacy and participation with Kansas Association of Community College Trustees.
6. Monitor activities and performance of the Cougar Booster Club and Barton County Community College Foundation to ensure they are legal and supportive of the College.

--This policy adopted on 10-16-97  
Reviewed on 11-01-00 (no changes)  
Reviewed on 04-02-03 (no changes)  
Reviewed on 09-01-04 (no changes)