

## ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director is the chief executive officer of the Academic Senate for California Community Colleges. The Academic Senate for California Community Colleges (ASCCC) fosters the effective participation by community college faculty in all statewide and local academic and professional matters; develops, promotes, and acts upon policies responding to statewide concerns; and serves as the official voice of the faculty of California Community Colleges in academic and professional matters. The Academic Senate strengthens and supports the local senates of all California community colleges in terms of leadership, empowerment and voice.

The Executive Director is responsible for overseeing the administration, programs, and strategic plan of ASCCC. Other key duties include marketing and community outreach. The ASCCC Executive Committee, composed of 14 community college faculty elected to serve in specific positions, is the Governing Board of the ASCCC. The Executive Director position reports directly to the Executive Committee.

### GENERAL RESPONSIBILITIES:

1) Board Governance: Works with the board (i.e. Executive Committee) to assist in fulfilling the Academic Senate's mission.

- Responsible for leading the Academic Senate in a manner that supports and guides the organization's mission as defined by the Executive Committee.
- Responsible for communicating effectively with the Executive Committee and providing, in a timely and accurate manner, all information necessary for the Executive Committee to function properly and to make informed decisions.

2) Financial Performance and Viability: Manages resources sufficient to ensure the financial health of the organization.

- Responsible for the Academic Senate's fiscal integrity, including submission to the Executive Committee of a proposed annual budget and regular financial statements which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and manages grants and other sources of revenue.
- Maintains and oversees all financial documents associated with the Academic Senate as a 501(c)(6) organization.

3) Organization Mission and Strategy: Works with Executive Committee and staff to ensure that the mission is fulfilled.

- Responsible for implementation of Academic Senate's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the Academic Senate can successfully fulfill its mission into the future.

- Responsible for tracking and reporting measurable outcomes aligned with the strategic plan of the Academic Senate.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Actual Job Responsibilities:**

1. Report to and work closely with the President and the Executive Committee.
2. Protect resources of the Academic Senate by establishing and ensuring appropriate policies for the organization.
3. Plan and operationalize the annual budget.
4. Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the Academic Senate office.
5. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the Academic Senate's mission.
6. Supervise and collaborate with organization staff.
7. Facilitate revisions to and implementation of the strategic plan.
8. Attend and contribute to meetings of the Executive Committee as an ex officio, non-voting member of the board.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as assigned by the Executive Committee.