

## **Position Description - Member, Board of Trustees**

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### SUMMARY STATEMENT OF RESPONSIBILITIES:

The Board of Trustees (Board) is the seven-member governing body of the College, with members appointed by the governor with advice and consent of the Senate for six-year terms (Annotated Code of Maryland: Education-Section 16-101). The Board is responsible for governance of the College including policy development, institutional planning, and the overall efficiency and effectiveness of the College.

The Board hires, evaluates and if necessary, dismisses the President. The Board entrusts the day-to-day operation of the College to the President. The Board approves the annual operating plan, budget, and salary scales; approves recommendations for the hiring of personnel; assists in generating revenues to sustain and improve the vitality of the institution by lobbying at county and state levels; supports private fundraising for scholarships and other college needs; approves major purchases, building construction, tuition and fee rates, and new programs and initiatives.

The Board entrusts to the administration compliance with accreditation standards and local, state, and federal law and regulations. Annually, the President reviews with the Board the status of all mission and strategic goal areas and related plans.

Trustees serve on Board committees and may represent the College at meetings of the Maryland Association of Community Colleges.

The Board usually meets monthly from September through June. Special meetings may be called as necessary. All meetings are organized around an agenda prepared by the President and the Board Chairperson. The Board reviews all policy-related aspects of the College with particular focus on major financial, personnel, facilities, planning and institutional effectiveness topics.

Board members conduct an annual self-evaluation in which they assess how well they meet their individual and collective responsibilities.

Trustees are required to annually file a financial disclosure statement with the State of Maryland.

The College provides new board member orientation, coordinated by the President's office, to acquaint new Trustees with the functions and various aspects of the College.

### ORGANIZATIONAL RELATIONSHIPS:

A. The Board derives its authority from Education Article, Division III- HIGHER

EDUCATION, Title 16- COMMUNITY COLLEGES, Subtitle 1- Organization and Government of Community Colleges, and the Annotated Code of the Public General Laws of Maryland as amended.

- B. The Board is responsible to the State of Maryland and the citizens of Washington County for developing the policies governing the affairs of the College.
- C. The Board has the responsibility to guarantee the integrity of the College, to develop and periodically evaluate policies and procedures for the College, and to entrust the administration of those policies to the President.
- D. The control over the College by the Board is not by individual members, but through action as a body in accordance with State law and the Board's bylaws. The members of the Board have legal authority only when the Board is in formal session with a quorum present.
- E. Trustees serve on Board committees as appointed by the Chairperson.

DESIRED ATTRIBUTES:

- A. Experience
  - 1. General understanding of public boards and their fiscal and legal responsibility.
  - 2. Fund-raising and resource development.
  - 3. Working with community leaders.
- B. Leadership skills, and abilities
  - 1. Demonstrated ability to build consensus among colleagues and to establish positive working relationships.
  - 2. Understanding of, and ability to work with, the political process.
  - 3. General understanding of business and financial processes.
  - 4. High level of integrity and commitment to collaborative decision making.
  - 5. Knowledge of, and active involvement with, community groups.
- C. Time Commitment
  - 1. Monthly Board meetings 3 to 4 hours in length and committee meetings.
  - 2. Training and professional development opportunities.
  - 3. Attendance at academic-related campus activities including Honors Convocation, Commencement, and specialized program completion ceremonies is expected to demonstrate commitment to the celebration of student success.
  - 4. HCC Foundation events, including donor recognition and the annual Tribute. Trustee attendance at these events is important to the work of the Foundation.
  - 5. Special events on campus, such as groundbreakings, building dedications, press conferences, and visits by state and federal officials.