

## Northwest Florida State College

### Overview: Responsibilities of Board Chair and Vice Chair<sup>1</sup>

#### ***ROLE OF THE BOARD CHAIR***

The Chair of the Board of Trustees:

- Serves as the Presiding Officer of the Board, maintaining order and running meetings according to Robert's Rules.
- Ensures a clear and appropriate distinction between the policy-making function of the Board and the responsibility of the President and College employees to administer and implement policy and to operate the College.
- Represents the Board at College and community functions and at state and national meetings.
- Reinforces the mission of the College with Board members and the community.
- Serves as advisor to the President.
- Serves as advisor to the Board, facilitating collaborative communication enabling convergent viewpoints to reach consensus at Board meetings and dedicating the necessary time to effectively resolve and delegate Board matters to reach the best decisions for the institution's future.
- Helps the President preserve the local autonomy of the institution.
- Is spokesperson for the Board in concert with the President.
- Demonstrates exemplary ethical leadership.
- Coordinates the annual evaluation of the President and self-evaluation of the Board.
- Negotiates contract provisions with the President, regarding the President's contract.

#### ***ROLE OF THE VICE CHAIR***

The Vice Chair of the Board of Trustees:

- Will fulfill the role (as stated above) and function of the Board Chair in the event the Chair is unavailable or unable to fulfill a needed role or function.
- Represents the Board at College and community functions and at state and national meetings, as needed.
- Supports the Chair and President as a spokesperson for the College, as needed.

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<sup>1</sup> In OnBoard, under Resources in the Board Member Resources folder, you can find the full Florida Department of Education Role and Responsibility of a Trustee publication and the SACSCOC Principles of Accreditation. This overview is a summary from those resources, adjusted for NWFSC operations.