

# **Northwest Florida State College**

## **Overview: Responsibilities of The Board of Trustees**

Key responsibilities of the Board of Trustees are set out in Florida Statutes § 1001.64 and are summarized by the Florida Department of Education<sup>1</sup> as follows:

- Focus on being a policymaker by supporting the clear distinction between the policymaking functions of the Board and the responsibility of the President and College employees to administer and implement these policies and to operate the College.
- Vote on all motions of the Board, except when a trustee has declared a conflict of interest. When a conflict of interest exists, complete the appropriate declaration form.
- Appoint and support the President.
- Advise the President through discussions and Board actions.
- Ensure institutional effectiveness through professional management of the College by the President.
- Annually evaluate the performance of the President and perform Board self-evaluation.
- Approve the annual budget and College Catalog.
- According to the guidelines set out in Board policy, approve contracts, disposition of property, claim resolution, and the creation or closure of programs.
- Promote and support the College in its relations with the public.
- Support a climate for effective change.
- Preserve institutional autonomy.
- Protect the College and its administration from undue pressure by external bodies.
- Attend all Board meetings, Board committee meetings (according to committee assignments), and review all materials prior to the meetings to assure meaningful participation. (Under Florida law, three consecutive absences from Board meetings must be reported to the Governor's Office.)
- Maintain current knowledge of state and national trends and issues in higher education.
- Attend and support College functions, such as Commencement.
- Be courteous and treat other trustees with respect.
- Maintain confidentiality of privileged information (which the College will identify for the Board prior to presenting an item).
- Consider the best interest of the College at all times.

---

<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 an excerpt from those resources, adjusted for NWFSC operations.