

Faculty Association of California Community Colleges
1823 11th St., Sacramento, CA 95814
(916) 447-8555 www.faccc.org

Governors-at-Large

JOB DESCRIPTION

purpose of positions: To act as voting members of the Board of Governors, which collectively establishes policies, plans, and procedures for the association; hires, manages, and supports the association's Executive Director; monitors the association's financial health, programs, and overall performance; supports the association's officers; ensures regular communication with association members; and evaluates the performance of the board.

qualifications:

- Regular or life member of FACCC.
- One position is a part-time faculty member in the north and one is a part-time faculty member from the south.
- Commitment to the mission and values of FACCC.
- Willingness to represent FACCC as an "ambassador."

how selected: Nominated by the Nominations, Leadership Identification, & Elections Committee, by a member, or from the floor of the annual meeting; elected by a plurality of those association members voting or appointed by a majority vote of the board to fill a vacant position.

terms of office: Three years, or if appointed, remaining portion of one year.

report to: President.

responsibilities of individual governors:

- Governance
 - Attends all board meetings and retreats in their entirety, reads materials in advance, asks questions, makes informed decisions.
 - Declares all possible conflicts of interest.
 - Becomes knowledgeable about the association.
 - Acts in the best interest of the association.
 - Positively supports all majority decisions of the board, even if in a minority position.
 - Does not improperly exercise authority outside a meeting of the full board.
 - Actively serves on at least one committee or task force.
 - Assumes board leadership roles when asked.
 - Conscientiously strives to improve performance as a board member.

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- Legislation/Advocacy
Proposes, reviews, revises, and (collectively) approves positions for the association to take on issues.
- Membership
Serves as an “ambassador” for the association on your campus and within your district, and when requested, on other campuses.
Recruits faculty members face-to-face.
Assists staff in maintaining accurate faculty records.
- Professional Development
Promotes faculty participation in the association’s conference, workshops, seminars, and other faculty development opportunities.
Makes presentations in areas of your expertise.
If requested, provides a timely review of association publications for accuracy, readability, tone, and appeal to faculty.

President

JOB DESCRIPTION

purpose of position: To supervise board members as the principal elected officer of the association; to preside over the Board of Governors and the Executive Committee.

qualifications: Present or former member of the Board of Governors.

how selected: Nominated by the Nominations, Leadership Identification, & Elections Committee, by a member, or from the floor of the annual meeting; elected by a plurality of those association members voting.

term of office: One year, or until a successor is elected.

reports to: The members of the association.

responsibilities:

- Presides over meetings of the Board of Governors and Executive Committee; fosters a sense of team spirit; and facilitates decision-making.
- Serves as *ex officio*, non-voting member of all committees--or may designate any other member of the board to so serve--except the Nominations, Leadership Identification & Elections Committee (bylaws: Article VII, Section 6).*
- Works closely with the Executive Director to foster clear communications between the Board of Governors and staff.
- With the Executive Committee, coordinates the work of the officers, committees, and task forces.
- Appoints members to all committees and task forces, except the Executive Committee, with the approval of the Board of Governors. Names committee chairs.
- Assists the Executive Director in preparing the agenda for all meetings of the Board of Governors.
- Calls special meetings as needed.
- Acts as official spokesperson for the Board of Governors in venues including meetings of the Consultation Council and the Council of Faculty Organizations.
- With the Executive Director, leads the orientation of new members to the Board of Governors.
- Coordinates and participates in the performance evaluation of the Executive Director.

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* **NOTE:** “Sometimes the bylaws specify that the group’s president shall be ex-officio a member of every committee. The intent in such cases is to *allow*, not require, the president to act as a member of the various committees. In determining a quorum, then, the president should not be counted as a member of the committee” (Mary A. De Vries, 1998, *The New Robert’s Rules of Order*, p. 152).

“An ex officio member has all the rights, responsibilities, and duties of any other member of the committee, including the right to vote. An ex officio member is not, as is commonly believed, merely a consulting or advising member, but is a full-fledged working member of the committee. Consequently a president cannot be expected to serve effectively as an ex officio member of all committees. If it is desirable to have the president...act only as a consultant or advisor to a particular committee, that person should be made an advisory or consulting member rather than an ex officio member” (Alice Sturgis, 1988, *The Standard Code of Parliamentary Procedure*, p. 169).

“...[The] ex officio member may have all of the rights of a regular member (such as making motions and voting) but none of the obligations,” for example, they “are not obliged to participate and cannot be counted in the quorum” (Laurie Rozakis, 1994, *New Robert’s Rules of Order*, pp. 283, 60)

Vice President

JOB DESCRIPTION

purpose of position: To maintain leadership continuity by performing the duties of the President in her or his absence; to provide leadership and coordination as a member of the Executive Committee.

qualifications: Present or former member of the Board of Governors.

how selected: Nominated by the Nominations, Leadership Identification, & Elections Committee, by a member, or from the floor of the annual meeting; elected by a plurality of those association members voting or appointed by a majority vote of the board to fill a vacant position.

term of office: One year, or until a successor is elected.

reports to: President.

responsibilities:

- Serves on the Executive Committee.
- Chairs at least one important committee.
- Knows the duties of the President and is prepared to perform those duties when called to do so.
- Works closely as a consultant and advisor to the President.
- Develops a close working relationship with the Executive Director.
- Carries out special assignments for the President.

Secretary

JOB DESCRIPTION

purpose of position: To maintain all board records and ensure their accuracy.

qualifications: Same as for Board of Governors member.

how selected: Nominated by the Nominations, Leadership Identification, & Elections Committee, by a member, or from the floor of the annual meeting; elected by a plurality of those association members voting or appointed by a majority vote of the board to fill a vacant position.

term of office: Two years, in years alternating with the term for Treasurer.

reports to: President.

responsibilities:

- Serves on the Executive Committee.
- Ensures that all Board of Governors members are properly notified of the times and dates of all meetings.
- Ensures that required board records are accessible and safely stored.
- Records or supervises the recording of minutes of all Board of Governors meetings, reviews and edits the draft minutes, and presents the draft minutes to the board for approval.
- Ensures the maintenance of a register of board members' current addresses and telephone numbers.
- When necessary, assists in obtaining information from records and minutes to help board members in decision-making.