



## **ACC Governance Roles and Responsibilities**

## **BOARD OF TRUSTEES**

### **Board of Trustees**

The Board of Trustees (BOT) is the chief governing and policy-making body of the ACC and ACCF, and is responsible for fiduciary and operational oversight

- The BOT determines the organization's vision, mission and strategic direction and oversees initiatives in achieving the vision, mission and strategic direction.
- The BOT approves the annual plan and budget as a means to allocate resources in support of the strategic direction.
- The BOT establishes governing policies and Bylaws and has sole authority to change such Bylaws.
- The BOT fulfills all legal, ethical and fiduciary obligations, including duties of care and of loyalty.
- The BOT protects and provides responsible stewardship over the College's assets.
- The BOT selects and evaluates the Chief Executive Officer (CEO) and ensures that he/she has the moral and professional support needed to further the goals of the organization.
- The BOT delegates daily management and operational functions to the extent it determines necessary to efficiently manage the College operations to the CEO, but shall maintain ongoing oversight over all such functions.
- The Executive Committee, led by the immediate past-president, will assist the BOT in its performing of an annual review of the CEO's performance.

## **EXECUTIVE COMMITTEE**

### **Executive Committee (EC)**

The Executive Committee is composed of the President, the President-Elect, the Immediate Past President, the Vice President, the Chair, Chair-Elect and Immediate Past Chair of the Board of Governors, and the Chair of the BFIC. It shall act as advisory body to the President and on behalf of the BOT between board meetings.

- The BOT delegates decision making authority to the EC between BOT meetings, except that the EC cannot elect anyone to office, terminate or hire the CEO, or regulate dues.
- The EC makes recommendations to the BOT on matters of changes, extensions, or revisions to College policy.
- The EC records and reports its actions and decisions to the BOT for approval or disapproval.
- The EC serves as the strategic planning committee of the College.
- The EC assists the BOT to govern more efficiently by investigating, deliberating and analyzing special issues on behalf of the BOT, with particular attention to the College's strategic priorities and CEO evaluation, and receives and studies reports of committees as the BOT directs.
- The president shall serve as Chair of the EC.

## **PRESIDENTIAL TEAM**

### **Presidential Team**

The concept of the Presidential Team was initiated to integrate the office of the President and ensure continuity of leadership over presidential terms.

- The team includes the President, President-Elect, Immediate Past President, Vice President and Chief Executive Officer.
- The team is not part of the formal governing structure of the College.
- The team has no powers granted to it by the BOT, other than those of the President.
- The team serves as an advisory group to the President and CEO for actions consistent with supporting policy and priorities established by the BOT.

## **PRESIDENT**

### **President and Chair of the Board of Trustees**

The President serves as Chair of the Board of Trustees. The President and the CEO work collaboratively and in partnership to assure BOT actions and policies are carried out.

- The President is the spokesperson for the organization.
- The President recommends to the Board all committee Chairs and members.
- The President, with the assistance of the CEO, develops the agenda for and presides over all Board and Executive Committee meetings and is responsible for the integrity of the process and Board rules.
- The President shall serve as an ex officio member of all committees except the nominating committee.
- The President may call special or emergency meetings of the BOT and EC.
- The President keeps BOT members actively involved and focused on major issues and policies.

#### **CEO**

The Chief Executive Officer is selected and appointed by the BOT to serve as the chief staff officer of the College and performs such duties as assigned by the BOT.

- The CEO implements the strategic framework and annual operational plan and executes BOT approved policies and programs
- The CEO selects and hires a team of staff specialists to provide the expertise necessary to implement BOT policies and to accomplish the operations necessary to fulfill the goals and objectives of the College.
- The CEO assists the BOT and EC in identifying significant issues and provides information and counsel to the BOT and other leadership groups.
- The CEO shall work collaboratively with the BOT and EC to develop a shared strategic vision that fulfills the mission the ACC.
- The CEO regularly monitors, records and reports organizational and financial performance to the Board.
- The CEO is responsible for all management and operational functions delegated by the BOT
- The CEO will seek the advice of the EC in the hiring, termination, and annual evaluation of senior executive staff, including the General Counsel and CIO, and inform the Executive Committee of any significant changes in organization structure and in members of the senior executive staff prior to organization announcement.