# **General Responsibilities for the Executive Director of the Academic Senate Foundation**

The Executive Director is the chief executive officer of the Academic Senate Foundation for California Community Colleges and as such is the individual primarily responsible for carrying out the Foundation’s strategic plans and policies on behalf of the board of directors. With the chair, the Executive Director enables the Board to fulfill its governance function. In order to fulfill these responsibilities, and subject to the Foundation bylaws, the Executive Director will report to the Board of Directors.

## Specific Duties

### ***Operations***

The Executive Director will fulfill administrative requirements including: assuring that the Bylaws of the Foundation are adhered to; actively participating in Board meetings as a non-voting member; signing contracts and other legal documents on behalf of the Foundation; establishing all administrative policies and procedures; maintaining fiscal accountability and control, equitable and fair personnel practices, and efficiency of operations; and maintaining a working knowledge of significant developments and trends in the nonprofit field.

### ***Meetings***

The Executive Director will work with the Board President to plan Board meetings and agendas; provide directors with current information to assist them with making decisions on behalf of the Foundation; direct staff for the Board of Directors meetings or to other Board committees.

### ***Board-Staff Relations***

The Executive Director will develop and maintain effective working relationships with members of the Board of Directors.

### ***Board Development***

The Executive Director will assist the Board with recruitment of new directors, provide training and resources to new board members, and work with the President to educate the Board on the Foundation mission, projects/grant activities, and day-to-day operations.

### ***Fiscal Management***

The Executive Director will work with the Board to ensure that the Foundation is fiscally sound. Fiscal management activities include: directing financial activities and making decisions based on plans and policies developed in concert with the Board of Directors; overseeing financial activities; obtaining contributions, contracts, grants, and in-kind donations to support the work of the Foundation; assuring compliance accountability to Board, funders and regulatory bodies; and engaging with Treasurer and the Board in financial planning and diversification activities.

***Strategic Planning***

The Executive Director will coordinate with the Board of Directors in the following activities: development of the foundation’s strategic plan; development of annual Foundation goals, action plans and budgets; planning and execution of fundraising activities; communication and relationship building with the community; and donors and potential donors.

### ***Fundraising***

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The Executive Director will participate in development of grant proposals and other fundraising activities; and will identify potential (national and state) new initiatives and partnerships to build the Foundation and generate revenue.

Approved: March 16, 2012