

Purpose:

Serve as the leader and act as the spokesperson for events and issues affecting the welfare of the Members of the Classified Forum.

Length of Appointment:

The President shall serve a term of one year from the date of election as President-Elect and one year as the President as stated in the Bylaws of the Classified Forum Constitution.

Essential Functions:

The President will attend the President Leadership Team meeting every other week and the Collaboration Council on a monthly basis or as the schedule demands. He/she will also be called to attend additional meetings wherever there is a need or requirement for the constituency to be represented; such as search committee selection team, strategic planning, Professional Development Grant Committee, etc. The President shall serve as the representative of Classified employees to all constituencies of the college or appoint an Officer as a designee if they are unable to be present.

The President, in conjunction with the President-Elect, shall set the dates and conduct regular forum meetings. He/she will provide an agenda based on any items submitted by the members and preside over all meetings.

The President shall have final approval on all financial transactions. He/she is responsible to monitor the Treasurer's Report and stay current on any fundraising and distribution of funds generated.

The President shall be responsible for the dissemination of information through the Classified Forum website and ensure that information stays current.

The President shall be instrumental in facilitating collaboration and communication between the constituencies. He/she is responsible for working with the Faculty Senate and Admin/Tech-Pro as needed. This includes but is not limited to: implementation of the annual holiday reception, recognition for

Employees of the Year, any campus-wide concerns that are brought to heads of each constituency and presiding over combined employee meetings with Presidents of Faculty Senate and Admin/Tech-Pro.

The President shall oversee an annual vote for the Classified Forum employee of the year.

Non-Essential Functions:

The President is responsible to do an annual survey of the Members to determine the Classified Forum's goals. This can be done via the first meeting of the year or by email correspondence. He/she will work toward these goals and support the missions of the college during their leadership.

The President is encouraged to provide additional informational meetings as they determine to be useful to the Members. A reasonable effort should be made to continue to provide additional learning opportunities where appropriate.

The President will serve as a mentor for the President-Elect providing essential training during the year prior to their taking the President position. Regular communication and follow-up after all meetings is imperative.

Outreach:

The President position serves as a voice for Red Rocks Community College. It is important to remember that when acting in the capacity of President, he/she represents the college in general, as well as, the Classified Forum specifically. He/she should be instrumental in representing the college in public meetings, and is encouraged to develop strong relationships within the community to foster a positive image of Red Rocks Community College.