

RESPONSIBILITIES

Is a member of the Board of Directors

Is the principal executive officer, and, subject to the control of the Board of Directors, shall, in general, supervise and control all of the business affairs of the Corporation.

Reviews all compliance filings. Of the Corporation.

Is the chief liaison between the Corporation and the Cape Cod Community College, and keeps the Board of Directors informed on relations and any items or issues under discussion.

Presides at all meetings of the members and of the Directors.

Reviews any issues of concern with the Board of Directors, and guides priorities and governance concerns,

POLICIES AND PROCEDURES

- Prepares monthly Board agendas, with input from officers
- Appoints committee chairs, with guidance from the retiring chair, as needed
- Chairs monthly meetings of Officers (ad hoc Executive Committee) for input, guidance, and new initiatives and issues.
- Write "President's Letter" for each Newsletter, and other Presidential messages, as requested.