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National Park College

Office of the President

Subject: Definition and Designation of College Officers

This documents the responsibilities, expectations, and authorities of the officers of National Park College.

**Description:** College officers will serve on the President’s Cabinet and generally report directly to the President of National Park College. Officers are executives who act on behalf of National Park College through authority delegated by the President.

**Responsibilities:** Officers of National Park College are expected to act in the best interests of NPC and its students, faculty, and staff at all times. They are expected to provide expertise in their technical disciplines and guide NPC in matters of operation and compliance. Moreover, they are expected to provide executive expertise as needed by National Park College. While it is likely that NPC’s officers will have management and supervisory responsibilities and budgetary authority, their decisions regarding resource deployment will be considered with the mission, directives, and operations of National Park College in mind. Any public comments provided by an officer of NPC are considered endorsed by the President and are official statements of National Park College.

**Expectations:** National Park College officers will observe a strict code of professional conduct as outlined in NPC’s “Aspirations and Values.” Officers will regularly assess their own job performance, professional relationships, and interpersonal skills and aspire to continuously improve these aspects of their performance. These are behaviors which need to be modeled for students, faculty, staff, and the greater community.

College officers work under contract, and are therefore obligated to the needs and contingencies of National Park College without regard to a ‘normal’ work day. However, it is also expected that all College employees, including the officers, maintain a healthy work and life balance.

**Authorities:** Officers of the College have the authority to act independently toward the best interests of National Park College within the boundaries of College policy as determined by the NPC Board of Trustees. The Officers will exercise professional judgement and common sense in determining and documenting appropriate exceptions to Board and College policy when warranted. Officers of NPC may be required to act as President of the College for various reasons.