

## **2. SENIOR ADMINISTRATION/PRESIDENT'S CABINET**

### **President**

The President is the Chief Executive Officer of the University and is the official adviser to and executive agent of the Board of Trustees and its Executive Committee. The President shall, as educational and administrative head of the University, exercise a general superintendence over all affairs of the University, and bring such matters to the attention of the Board as are appropriate to keep the Board fully informed to meet its policy-making responsibilities. The President shall have power, on behalf of the Trustees, to perform all acts and execute all documents to make effective the actions of the Board or its Executive Committee. The President shall make all appointments to the academic and non-academic staffs and shall be responsible only to the Board of Trustees.

The President shall serve *ex officio* on the Board of Trustees, on its Executive Committee, and on its Membership Committee.

### **Vice President for Academic Affairs**

The Vice President for Academic Affairs is appointed by the President and is the chief academic officer of the University, directly responsible to the President for academic program development and evaluation, resource allocation, faculty evaluation, and for coordination of the overall academic activities of the faculty and student body.

The Vice President for Academic Affairs provides executive leadership in academic development and in maintaining high academic standards and serves as a member of the President's Cabinet, participating in overall planning and direction of institutional affairs.

The Vice President for Academic Affairs is senior to all executive officers and administrators, other than the President, and in the absence or incapacity of the President assumes the responsibility and authority of the Chief Executive.

The Vice President for Academic Affairs serves on the Board of Trustees Academic Affairs Committee as an *ex officio* member without vote.

### **Vice President and Director of Athletics**

The Vice President and Director of Athletics is appointed by and responsible to the President. The Vice President provides executive leadership in athletics and is responsible for the entire intercollegiate athletic program at St. Bonaventure University. The Vice President formulates and implements policies regarding the intercollegiate athletic program, subject to approval by the President.

The Vice President makes all appointments and prepares the annual budget, authorizing all approved expenditures. The Vice President assures compliance with all appropriate regulations and is responsible for maintaining high athletic standards consistent with the academic mission of St. Bonaventure University and for insuring that the Department of Athletics serves the mission of the University. The Vice President serves as a member of the President's Cabinet, participating in overall planning and direction of institutional affairs.

The Vice President and Director of Athletics serves on the Board of Trustees Committee on Athletics as an *ex officio* member without vote.

### **Vice President for Business and Finance**

The Vice President for Business and Finance is appointed by the President and is the chief business and finance officer of the University directly responsible to the President for all corporate business affairs, for the preparation, allocation, and control of the annual corporate budget and for such other specific duties assigned by the by-laws.

The Vice President for Business and Finance provides executive leadership in business and finance and in maintaining high standards of fiscal management and serves as a member of the President's Cabinet, participating in overall planning and direction of institutional affairs.

The Vice President for Business and Finance serves on the Board of Trustees Finance Committee, Investment Committee, and Buildings and Grounds Committee as an *ex officio* member without vote.

## **Vice President for Marketing and Public Relations**

The Vice President for Marketing and Public Relations is appointed by and responsible to the President. The Vice President is the official spokesperson for the University and provides executive leadership for all public relations programs for the University, including promoting and marketing the image of the University. The Vice President is responsible for all media relations and for cultivating the press on the local and national level. The Vice President is expected to involve all constituents of the Bonaventure community in promoting the University's image to alumni, benefactors, friends, present and future students, and all others.

The Vice President for Marketing and Public Relations has direct responsibility for all official University publications, advertisements, publicity, and news releases, and for the University's news bureau. The Vice President has executive oversight over all other University publications, including the University's official Web page, as well as the use of the University's logo and the University's institution-wide policy governing department or office stationery. The Vice President serves as a member of the President's Cabinet, participating in overall planning and direction of institutional affairs.

The Vice President for Marketing and Public Relations serves on the Board of Trustees Committee on Enrollment & Marketing as an *ex officio* member without vote.

## **Vice President for Student Life**

The Vice President for Student Life is appointed by the President and serves as the chief student life officer of the University, directly responsible to the President for the formal, informal, and extracurricular functions of student life outside of the classroom and for related student services.

The Vice President for Student Life provides executive leadership in developing and maintaining a broad cultural, social and moral climate which strengthens and enhances the goals of the University and serves as a member of the President's Cabinet, participating in overall planning and direction of institutional affairs.

The Vice President for Student Life serves on the Board of Trustees Committee on Student Life as an *ex officio* member without vote.

## **Vice President for University Advancement**

The Vice President for University Advancement is appointed by the President and is the chief development officer of the University, directly responsible to the President for planning, organizing, administering, and evaluating the fund raising programs of the University through the following areas: alumni relations, planned giving, annual giving, capital gifts, gift processing and accounting.

The Vice President for University Advancement is responsible for keeping all segments of the Community informed of the development objectives of the institution and the role all segments play in reaching these objectives, provides executive leadership in program development and in maintaining high University Advancement standards, and serves on the President's Cabinet, participating in overall planning and direction of institutional affairs.

The Vice President for University Advancement serves on the Board of Trustees Development Committee as an *ex officio* member without vote.

## **Vice President for University Ministries**

The Vice President for University Ministries is appointed by and responsible to the President providing executive leadership in the integration of ministry with all constituencies in the University. Under the aegis of the President, responsibility for the Franciscan Charism rests with the Guardian of St. Bonaventure University Friary and the Vice President for University Ministries. The Vice President is responsible for ensuring that all University ministries are consistent with the Mission and priorities of the University and of Holy Name Province and the Province's commitment to collaboration and refounding.

Working together with the entire Bonaventure community and all appointed ministers, the Vice President has responsibility for sustaining an ecclesial mission within the University, helping everyone to gain clarity, focus, and breadth of inclusion, for forming a maturing faith community and for maintaining appropriate structures as well as identifying commensurate resources to carry out the executive charge assigned to the Vice President. The Vice President for University Ministries also has responsibility, together with all appointed ministers, for fostering and promoting peer ministry, for collaborating with other areas within the University, and for sustaining the on-going relationship with Mt. Irenaeus.

In order to help promote the University's Franciscan identity and values, the Vice President for University Ministries chairs the Franciscan Coordinating Committee and also serves as an *ex officio* member on the Committee for the Franciscan Charism.

Under the President and in cooperation with the Guardian of the St. Bonaventure University Friary, the Vice President has responsibility as well for directing the process whereby new positions in ministry are identified and filled. The Vice President also serves as a member of the President's Cabinet, participating in overall planning and direction of institutional affairs.

The Vice President for University Ministries serves on the Board of Trustees Committee on Student Life as an *ex officio* member without vote and similarly on any other Board Committee which might from time to time be assigned to the Vice President.

### **Assistant to The President**

The Assistant to The President is appointed by the President and is responsible solely to the President, who assigns various responsibilities and duties pertaining to the Office of the President and to the administration of the University. The Assistant to the President serves on the President's Cabinet, participating in overall planning and direction of institutional affairs. The Assistant to the President also serves as recording secretary for the Board of Trustees, and performs such additional duties as the President may assign.