

## **Chapter 2 – Board of Trustees**

### **BP 2210 Officers**

#### **Reference:**

Education Code Section 72000

At its annual organizational meeting, the Board shall elect from among its members a President of the Board, a Vice President, and a Clerk of the Board. The terms of officers shall be for one year.

The duties of the President of the Board are to:

- preside over all meetings of the Board;
- call emergency and special meetings of the Board as required by law;
- consult with the College President/CEO on Board meeting agendas;
- communicate with individual board members about their responsibilities;
- participate in the orientation process for new Board members;
- assure Board compliance with policies on Board education, self-evaluation and College President/CEO evaluation; and
- represent the Board at official events or ensure Board representation.

The duty of the Vice President of the Board will be to assume the role of the President of the Board in his/her absence.

The College President/CEO shall serve as Secretary to the Board. The duties of the Secretary are to:

- notify members of the Board of regular, special, emergency and adjourned meetings;
- prepare and post Board meeting agendas;
- have prepared for adoption minutes of Board meetings;
- attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- conduct the official correspondence of the Board;
- certify as legally required all Board actions; and
- sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or Clerk.

Approved: March 24, 2004

Reviewed: May 14, 2013

Reviewed: December 6, 2014

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