

BOARD POLICY 2210 OFFICERS

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

The Chancellor shall serve as Secretary of the Board.

The duties of the President of the Board are:

- Preside over all meetings of the Board, and if President or Vice President will not be available, appoint a Board member to preside over the meeting;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Chancellor on board meeting agendas;
- Communicate with individual board members about their responsibilities;
- Participate in the orientation process for new board members;
- Sign such documents that the acts of the Board may require;
- Appoint Board members and Student Trustees (where appropriate) to Board activities as needed with due consideration to Board members' individual preferences;
- Assure Board compliance with policies on board education, self-evaluation and Chancellor evaluation; and
- Serve as the Board's official spokesperson.

The duties of the Vice President of the Board are to:

- In the absence of the President, serve as President of the Board and preside at any regular and/or special meetings; and
- Perform any duties as assigned by the President or Board.

The duties of the Secretary of the Board are to:

- Ensure that Board members are notified of regular, special, emergency and adjourned meetings;
- Ensure that board and committee meeting agendas, materials, postings, and arrangements are in compliance with the Brown Act and Board Policy BP 2340
- Ensure that minutes of board meetings are prepared for adoption by the Board;
- Attend all meetings of the full Board of Trustees, unless excused, and in such cases to assign a designee as appropriate;
- Certify, as legally required, all board actions;
- Sign, when authorized by law or by board action, any documents; and
- Perform other duties as required by the Board.

Reference:

Education Code Section 72000

Replaces:

Board Policy 1.04 Board Officers and Duties adopted July 12, 2005

**Policy 1.04 Board Officers and Duties**

- A. At the annual organizational meeting, the Board shall elect from among its members a President and Vice President of the Board. The terms of officers shall be for one year.  
The Chancellor shall generally serve as Secretary of the Board.
- B. The duties of the President of the Board are to:
1. Preside over all meetings of the Board, and if President or Vice President will not be available, appoint a Board member to preside over the meeting;
  2. Call emergency and special meetings of the Board as required by law;
  3. Consult with the Chancellor on board meeting agendas;
  4. Communicate with individual board members about their responsibilities;
  5. Participate in the orientation process for new board members;
  6. Sign such documents that the acts of the Board may require;
  7. Appoint Board members and Student Trustees (where appropriate) to committees, committee chair positions, and other public agencies, with due consideration to Board members' individual preferences;
  8. Assure Board compliance with policies on board education, self-evaluation and Chancellor evaluation; and
  9. Serve as the Board's official spokesperson.
- C. The duties of the Vice President of the Board are to:
1. In the absence of the President, serve as President of the Board and preside at any regular and/or special meetings; and
  2. Perform any duties as assigned by the President or Board.
- D. The duties of the Secretary, in consultation with General Counsel where appropriate, are to:
1. Ensure that Board members are notified of regular, special, emergency and adjourned meetings;
  2. Ensure that board and committee meeting agendas, materials, postings, and arrangements are in compliance with the Brown Act and Board Policy 1.10;
  3. Ensure that minutes of board meetings are prepared for adoption by the Board;
  4. Attend all meetings of the full Board of Trustees, unless excused, and in such cases to assign a designee as appropriate;
  5. Certify as legally required all board actions;
  6. Sign, when authorized by law or by board action, any documents; and
  7. Perform other duties as required by the Board.

**Source of Law:**

Education Code Section 72000

Board Policy 1.10

Board Policy 2.05

Approved by Board of Trustees: July 12, 2005