

BP 2210 Officers

Reference:

Education Code Section 72000

At the annual organizational meeting, the Board shall elect from among its members the President of the Board.

The terms of officers shall be for one year.

The duties of the President of the Board are:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the President of the College on board meeting agendas;
- Communicate with individual board members about their responsibilities;
- Appoint all board subcommittee members
- Participate in the orientation process for new board members;
- Assure Board compliance with policies on board education, self-evaluation and President's evaluation;
- Represent the Board at official events or ensure board representation.

The duties of the Vice President of the Board are:

- Shall perform duties of the President of the Board in the absence of the President
- Shall perform other functions as designated by the Board

The duties of the Clerk of the Board are:

- Shall attest to certain reports and documents as prescribed by law

The President of the College shall serve as Secretary to the Board.

- 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;
- Sign, when authorized by law or by board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.
- Keep record of all meetings.

The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.