

**Election of Officers:**

The officers of the Board shall be elected by majority vote of the Board during the reorganization meeting of the Board of Trustees. The officers of the Board are the Chair, the Vice Chair and the Secretary.

**Duties of the Chair:**

The Chair shall preside at all meetings and shall perform such duties as are imposed upon him/her by law or by action of the Board. The Chair will ordinarily assume several other duties including, but not limited to:

- Working with the College President in developing meeting agendas,
- Appointing committees and the Chairs of those committees,
- Representing the Board at meetings and events within and outside of the College,
- Serving as the official spokesperson for the Board with the media and members of the public,
- Initiating the President's evaluation and Board self-evaluations.

**Duties of the Vice Chair:**

In the event of the absence or inability to act of the Chair, or while the office of the Chair is vacant, the Vice Chair shall serve in the Chair's absence and perform other Board duties as assigned. If the Chair and Vice Chair are absent from any meeting or refuse to perform their duties, a Chair pro tempore shall be appointed by the Board from among their number.

**Duties of the Secretary:**

The Secretary shall perform the duties usually pertaining to the Office of the Secretary including but not limited to:

- Records all motions and decisions during Board meetings or defer to an appointed Board recording secretary,
- Signs all documentation requiring an official signature on behalf of the Board in addition to the Chair,
- Serves as the Board's representative in legal matters regarding Board elections.

**Duties of the Treasurer:**

The Treasurer, not a member of the Board, serves as the lawful custodian of the College funds and handles such matters as taxes and investments for the Board. Refer to Board Policy 2004 for specific duties.

Adopted:

Amended: July 12, 2016, October 31, 2023

Legal Ref: