

## OFFICERS

- A. At the annual organizational meeting, the Board shall elect from among its members a President, Vice President, and Clerk of the Board. The terms of officers shall be for one year. The Chancellor shall serve as Secretary to the Board.
- B. The duties of the President of the Board are:
1. Preside over all meetings of the Board;
  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. Ensure Board compliance with policies on board education, self-evaluation and Chancellor evaluation; and
  7. Represent the Board at official events or ensure board representation.
- C. The duties of the Vice President of the Board are to fulfill the President duties in the absence and/or request of the President.
- D. The duties of the Clerk of the Board are:
1. Fulfill the President and/or Vice President duties in the absence and/or request of the President;
  2. Read out actions taken during Closed Session for Board meetings; and
  3. Read out resolutions proposed for action during Board meetings.
- E. The duties of the Secretary to the Board are:
1. Notify members of the Board of regular, special, emergency and adjourned meetings;
  2. Prepare and post Board meeting agendas;
  3. Have prepared for adoption minutes of Board meetings;
  4. Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
  5. Conduct the official correspondence of the Board;
  6. Certify as legally required all Board actions;

7. 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.

*References:*

*California Education Code, Section 72000*