

## AP 2210 Officers

Reference:

*Education Code 72000*

Elections:

1. Nominations are made by Board members for each position.
2. Those who are nominated must have indicated their willingness to serve.
3. The Board votes on each position separately in the following order: 1) President, 2) Vice President, 3) Clerk.
4. After the election of officers is completed, the new officers assume their position.

Duties:

The president of the Board of Trustees presides over meetings. Therefore, the president should have the skills needed to preside: knowledge of parliamentary procedures; willingness to allow those who have pertinent ideas to express them; and ability to keep discussions to the point.

The president should vote on all issues and participate in the discussion as he/she sees fit.

1. The Board president presides over Board meetings by:
  - o Consulting with the Chief Executive Officer of the District on agenda items as appropriate in advance of Board meetings
  - o Ensuring orderly discussion and the opportunity for all opinions to be heard.
  - o Facilitating full and democratic discussions of issues.
  - o Ensuring deliberative action by the Board.
  - o Facilitating discussion and decision-making.
  - o Assisting the Board in determining the fine line between policy making and administration.
  - o Signing all papers and documents as required by law or as authorized by action of the Board.
2. The Board president works with the Board in the following ways:
  - o Acting as liaison between the Board members and the Chief Executive Officer of the District.
  - o Serving as spokesperson for the Board.
  - o Serving as official representative of the Board.
  - o Providing leadership in assisting all Board members to achieve Board goals and standards of conduct.
3. The Board president supports the Chief Executive Officer of the District by:
  - o Assisting the new Chief Executive Officer of the District during the first months of a presidency.
  - o Making Board expectations clear to the Chief Executive Officer of the District.
  - o Representing the Board in discussions with the Chief Executive Officer of the District regarding compensation and workload.
  - o Alerting the Chief Executive Officer of the District to areas of Board concern.

- Taking responsibility for seeing that the Board regularly evaluates the Chief Executive Officer of the District.
  - Representing the Board by serving as a sounding board for the Chief Executive Officer of the District on matters which may not require formal Board action but will concern the Board.
4. The Board president orients new board members by:
- Ensuring each new trustee is provided the opportunity to participate in new Board member orientation program.
  - Utilizing the expertise of new trustees and making them feel part of a team.
  - Encouraging them to attend local college and civic functions.
  - Getting to know the new trustees.
  - Assigning each new trustee to a “trustee sponsor,” as experienced Board member who can help the new trustee “learn the ropes.”
5. The Board president corrects inappropriate trustee behavior by:
- Serving as a mediator between the trustee and the rest of the Board.
  - Suggesting strategies that the trustee in question can use to avoid recurrence of the problem
  - Ensuring that Board members are operating in compliance with approved Board Policies and procedures.
6. The Board president leads the institution’s commitment to planning by:
- Seeing that the Board develops a vision of the college’s future.
  - Insisting that Board actions either reflect the plan or result in a change of the plan.
7. The Board president evaluates his/her own performance by planning a regularly scheduled evaluation of Board performance.

*Approved 06/11/08*