

## BP 2210 Officers

Reference:

*Education Code Section 72000*

At the annual organizational meeting, the Board shall elect from among its members a 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 Chief Executive Officer of the District on board meeting agendas;
- Communicate with individual board members about their responsibilities;
- Participate in the orientation process for new board members;
- Assure Board compliance with policies on board education, self-evaluation and Chief Executive Officer of the District's evaluation;
- Represent the Board at official events or ensure board representation.
- Act as the "spokes-person" for the Board on action and positions taken by the Board.

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

- Preside at all meetings of the Board of Trustees in the absence of the President.
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The duties of the Clerk of the Board are:

- Certify and sign the minutes of all Board meetings approved by the Board.
- Sign other official documents of the Board as needed.
- Preside at all meetings of the Board of Trustees in the absence of the President and the Vice-President.

The Chief Executive Officer of the District shall serve as Secretary to the Board. The duties of the Secretary are:

- 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.

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

*Approved 06/11/08*