



## **AP 2210      Officers**

### **Reference:**

Education Code 72000

#### **1. Elections:**

- a. Nominations are made by Board members for each position.
- b. Those who are nominated must have indicated their willingness to serve.
- c. The Board votes on each position separately in the following order: 1) President, 2) Vice President, 3) Clerk.
- d. A Board member will remain in their position until another Board Member is elected for that position.
- e. After the election of officers is completed, the new officers assume their position.

#### **2. 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.

- a. The Board president presides over Board meetings by:
  - i. Consulting with the CEO on agenda items as appropriate in advance of Board meetings
  - ii. Ensuring orderly discussion and the opportunity for all opinions to be heard.
  - iii. Facilitating full and democratic discussions of issues.
  - iv. Ensuring deliberative action by the Board.
  - v. Facilitating discussion and decision-making.
  - vi. Assisting the Board and work to enforce in observing the line between policy making and administration (micromanagement).
  - vii. Signing all papers and documents as required by law or as authorized by action of the Board.
- b. The Board president works with the Board in the following ways:
  - i. Acting as liaison between the Board members and the CEO.
  - ii. Serving as official representative of the Board at community events and

- the state level.
- iii. Providing leadership in assisting all Board members to comply with Board policies and Board member standards of conduct as set by law, Board policy, the Brown Act and Accreditation Standards and other directions provided by the Board of Trustees.
- c. The Board president supports the CEO by:
- i. Assisting the new CEO during the first months of a presidency.
  - ii. Making the Board's expectations clear to the CEO.
  - iii. Representing the Board in discussions with the CEO regarding compensation and workload.
  - iv. Alerting the CEO to areas of Board concern.
  - v. Taking responsibility for seeing that the Board regularly evaluates the CEO.
  - vi. Serving as a sounding board for the CEO on matters which may not require formal Board action but will concern the Board.
- d. The Board president orients new board members by:
- i. Ensuring each new trustee is provided the opportunity to participate in new Board member orientation program.
  - ii. Utilizing the expertise of new trustees and making them feel part of a team.
  - iii. Encouraging them to attend local college and civic functions.
  - iv. Getting to know the new trustees.
  - v. Assigning each new trustee to a "trustee sponsor," as experienced Board member who can help the new trustee "learn the ropes."
- e. The Board president corrects inappropriate trustee behavior by:
- i. Serving as a mediator between the trustee and the rest of the Board.
  - ii. Suggesting strategies that the trustee in question can use to avoid recurrence of the problem/unacceptable behavior.
  - iii. Ensuring that Board members are operating in compliance with approved Board Policies and Procedures, statements of ethical conduct, Accreditation Standards and desired actions set by the Board.
- f. The Board president leads the institution's commitment to planning by:
- i. Seeing that the Board discusses the vision of the college's future.
  - ii. Insisting that Board actions either reflect the plan or influence changes in the plan.
- g. The Board plans a regularly scheduled evaluation of the the Board's performance.

**Board approved: 3/24/2021, 5/8/2024**

**Next review date: Spring, 2027**