

10303 Duties and Responsibilities of Board Officers

(1) Chair of the Board

- (A) To preside at all meetings and decide on questions of order.
- (B) To appoint members to all Board approved committees. Such appointments shall be approved by the Board.
- (C) To call special and emergency meetings of the Board as required and in accordance with Section 10501.
- (D) To work with the College President in developing the agenda for each Board meeting in accordance with Section 10507.
- (E) To act as official spokesperson for the Board, except when otherwise directed by a majority of the Board.
- (F) To perform any other duty formally assigned by the Board.
- (G) To perform any other duty as may be necessary for the benefit of the College Area.
- (H) To serve ex-officio on all committees of the Board.

(2) Vice-Chair of the Board

- (A) To perform all duties of the Chair of the Board in the absence or disability of the Chair.
- (B) To perform such other functions as the Chair of the Board may request from time to time.
- (C) To succeed the Chair in the event of a vacancy

(3) Secretary of the Board

- (A) To cause the President to give written notification to all concerned of regular and special meetings of the Board.
- (B) To cause the President to transmit the Board agenda and a copy of the minutes of the previous meeting to the Board and such other persons as the Board may designate prior to an ensuing meeting.
- (C) To cause the President to record, prepare and distribute to all members of the Board the minutes of all regular and special meetings of the Board.

- (D) To cause the President to prepare and maintain for the Board an indexed compilation of all its policies.
- (E) To cause the President to advise the Board of any communications which require consideration and action by the Board.
- (F) To perform such other duties as may be assigned by the Chair.

(4) Assistant Secretary of the Board

- (A) To perform all duties of the Secretary in the absence of the Secretary.

(5) Treasurer of the Board

- (A) To cause the President to keep current, complete, accurate and legal records of all College money collected and expended.
- (B) To cause the President to disburse College funds only upon proper order and authorization from the Board.
- (C) To cause the President to notify the Board of all funds received, the source and nature of such funds, and to arrange for the deposit of such funds in legally constituted financial institution(s) after which all such funds shall be allocated to the appropriate accounts of the College.
- (D) To cause the President to invest the College's surplus funds, if any, in lawful investments.
- (E) To cause the President to publish a monthly and annual statement of revenue, expenditures and fund balances as of the end of each month and the fiscal year.
- (F) To cause the President to prepare such other reports and perform such other duties as the Board may from time to time direct.
- (G) To cause the President to prepare an annual examination and comprehensive audit of the books, accounts, records and affairs, including management letters, immediately following the fiscal year.

(6) Assistant Treasurer of the Board

- (A) To assist the Treasurer in the performance of the above-described duties of the Treasurer.

(7) Recording Secretary of the Board

- (A) To assist the Secretary of the Board and the President of the College, as requested, in the taking, preparation and distribution of minutes of meetings of the Board and Board committees.
- (B) To perform such additional duties as may be prescribed or requested by the Chair or Secretary of the Board or by the President of the College Area.

(Amended 9/22/92) (Amended 3/27/01) (Amended 03/26/13)