

CITRUS COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

BP 2210 OFFICERS

Reference: Education Code Section 72000

At the annual organizational meeting in December, the Board shall elect from among its members a President, Vice President, and Clerk/Secretary 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 Superintendent/President 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 Superintendent/President evaluation;
- Represent the Board at official events and as spokesperson with the media in order to ensure Board representation.
- To serve as the Board's designated representative for discussions related to salary and fringe benefits for unrepresented employees.
- When authorized by a majority of the members of the Board of Trustees, meet with legal counsel concerning District legal matters.

The duties of the Vice President of the Board are:

- Preside over Board meetings in the event of the absence, disability, or disqualification of the President of the Board.

The duties of the Clerk/Secretary of the Board are:

- Preside over Board meetings in the event of the absence, disability or disqualification of the President and Vice President of the Board;
- Sign any documents that would require the signature of the Clerk/Secretary of the Board.

The Superintendent/President 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 Clerk/Secretary of the Board.

The Board elects officers each year from among all its members.

Board approved	11/18/08
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Desk Review	03/19/13
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