OFFICERS

At the annual organizational meeting, the Board shall elect from among its members a President, a Vice President, and a Clerk of the Board.

The terms of officers shall be for one year.

The duties of the President of the Board are:

1. Preside over all meetings of the Board;
2. Call emergency and special meetings of the Board as required by law;
3. Consult with the Superintendent/President on board meeting agendas;
4. Communicate with individual board members about their responsibilities;
5. Participate in the orientation process for new board members;
6. Assure Board compliance with policies on board education, self-evaluation and CEO evaluation;
7. Represent the Board at official events or ensure board representation.

The duty of the Vice-President of the Board is:

1. Preside over Board meetings in the absence of the President;

The duty of the Clerk of the Board is:

1. To sign all official documents of the Board.

The Superintendent/President will serve as the Secretary of the Board. The duties of the Secretary are:

1. Notify members of the Board of regular, special, emergency and adjourned meetings;
2. Prepare and post board meeting agendas;
3. Have prepared for adoption minutes of board meetings;
4. Attend all board meetings and closed sessions, unless excused, and in such cases to assign a designee;
5. Conduct the official correspondence of the Board;
6. Certify as legally required all board actions;
7. 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.

Reference: Educ. Code Section 72000
Adopted: September 10, 2007