



Reference: *Education Code Section 72000*

At the annual organizational meeting, the Board shall elect from among its members a President of the Board, Vice President of the Board, and a Clerk of the Board. The terms of officers shall be for one year.

The duties of the President of the Board are as follows:

- Preside over all meetings of the Board
- Call emergency and special meetings of the Board as required by law
- Consult with the Chancellor 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 CEO evaluation
- Represent the Board at official events or ensure board representation

The duties of the Vice President of the Board are as follows:

- Serve as President of the Board when the President is not present at a meeting of the Board
- Carry out such responsibilities as the President may assign to him/her from time to time

The duties of the Clerk of the Board are as follows:

- Sign any documents that would otherwise require the signature of the President of the Board

The Chancellor shall serve as Secretary to the Board. The duties of the Secretary are as follows:

- 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, documents related to the business of the District

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

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