



OFFICERS

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

The terms of officers shall be for one year.

The Superintendent/President shall serve as Secretary of the Board.

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 or ensure board representation.

The duties of the Vice President of the Board are:

- In the absence of the President, serve as President of the Board and preside at any regular and/or special meetings; and
- Perform any duties as assigned by the President or Board.

The duties of the Clerk are:

- Certify as legally required board actions.
- In the event of the absence of the President and Vice President, serve as President.

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;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Clerk of the Board.

Reference: Education Code Section 72000