

<b>DUTIES OF THE PRESIDENT AND SECRETARY OF THE BOARD</b>	<b>1210</b>
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At the annual organizational meeting, the Board of Trustees shall elect from among its members a President of the Board.

The duties of the President of the Board are to:

- 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 its policies on Board education, self-evaluation and the Superintendent/President's evaluation;
- 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;
- Sign contracts which have been authorized by action of the Board (unless other provisions for contract signatures have been approved);
- Represent the Board at official events or ensure Board representation as determined by a majority vote of the members present at any regular or special meeting.

The Superintendent/President shall serve as Secretary to the Board. In the absence of the Secretary, an Assistant Superintendent/Vice President may sign for the Secretary of the Board;

The duties of the Secretary of the Board are to:

- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Develop and post Board meeting agendas;
- Provide for adoption minutes of Board meetings;
- Attend all Board meetings and closed sessions unless excused and, in such cases, to assign a designee;
- Receive and provide the official correspondence of the Board;
- Maintain records and documents of the Board and certify as legally required all Board actions;
- Sign official documents for the Board
- Sign contracts which have been authorized by action of the Board (unless other provisions for contract signatures have been approved);
- Maintain up-to-date copies of policies, rules and regulations of the Board;
- Arrange for elections;
- Place legal advertisements;
- File and post copies of financial reports as required by law.

Reference: Ed Code 72000, CCLC 2210

(Revised: 10/1/03)