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

The term of each officer shall be for one year.

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

**President**

The Board President shall be elected for a one-year term, and may be elected to serve one additional consecutive term. After a break in consecutive service, a previous Board President may be elected again.

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 necessary or required by law;
- In consultation with the Superintendent/President be responsible for the effective development and proper notice of the agenda;
- Ensure publication of the agenda for regular board meetings 5 business days before the meeting;
- Develop and monitor a public list of pending future agenda items requested by Board members or others;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Ensure Board compliance with Board policies including those on Board education, self-evaluation, and Superintendent/President evaluation;
- Sign, when authorized by law or by Board action, any documents that require the signature of the Board President;
- Represent the Board at official events or ensure Board representation;
● Be responsible for including Board participation in graduation ceremonies and addressing the graduates by officially awarding all degrees and certificates on behalf of the college;
● Serve as the Board’s spokesperson on matters related to Board responsibilities.
● Other occasional duties as assigned by majority vote of the Board.

**Vice President**
The duties of the Vice President of the Board are:
● Join with the Board President in consulting with the Superintendent/President on Board agendas;
● Upon request of the Board President or the Board assist in other duties of the Board President;
● Other occasional duties as assigned by majority vote of the Board;
● In case of resignation, absence, or other disability of the President, the Vice President shall perform all the duties of the President.
● If the Vice President is not able to perform these duties, the Board shall appoint an Acting President.

**Secretary to the Board**
The Superintendent/President shall serve as Secretary to the Board. The duties of the Secretary are to:
● Ensure the timely preparation and notice of all Board meeting agendas;
● Prepare draft minutes of Board meetings for adoption by the Board;
● Ensure video recording of public Board meetings;
● Ensure prompt public posting of Board meeting video recordings;
● Attend all Board meetings and closed sessions, unless excused;
● 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 require the signature of the Secretary to the Board.

Date Adopted: July 25, 2013
Reviewed/Readopted: May 12, 2016
Reviewed/Readopted: September 13, 2018
BPAP Reviewed: May 7, 2021
Reviewed/Readopted: May 27, 2021