



Book	VCCCD Board Policy Manual
Section	Chapter 2 Board of Trustees
Title	BP 2210 OFFICERS
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At the annual organizational meeting, the Board shall elect from among its members a Chair and Vice Chair of the Board.

The terms of officers shall be for one year. The duties of the Chair of the Board include but are not limited to:

- 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;
- Speak on behalf of the Board regarding its actions and positions.
- 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 terms of officers shall be for one year; the duties of the Vice Chair of the Board include but are not limited to:

- In the absence of the Chair, the Vice Chair shall serve in his or her stead.
- Assist the Chair in setting the Board's public agenda.

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 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, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

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

No administrative procedure is required.

