



Book	VCCCD Board Policy Manual
Section	Chapter 2 Board of Trustees
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The role of Board Chair is important to Board effectiveness, the Chancellor/Trustee relationship, and to success of the District. The Chair is the facilitator of Board process.

Selection of the Chair

When the Board selects its Chair, consideration shall be given to the candidate's willingness to commit the time and effort required to fulfill responsibilities as Board Chair. The selected Trustee must be willing to commit the extra energy and time required to fulfill the responsibilities and possess the necessary skills to be effective. It is important to consider the complementary working and leadership styles with the chief executive officer.

Responsibilities

The Board Chair, as all Board members, has no legal authority as an individual Board member, other than that specifically delegated by the Board. He or she is a member of the Board, but has the duty to create a positive climate, lead the Board, and work closely, harmoniously and effectively with the Chancellor. Specific responsibilities include:

- Develop the Board by ensuring a climate of mutual respect and trust that will result in effective teamwork and communication.
- Address Board members who are disruptive or not contributing to the Board as a unit. When required, inform members of legal, ethical, and appropriate Board behavior.
- Advocate for the District and its colleges with locally elected officials and other community, state, and national governments. The Chair must represent only the Board's actions.
- On behalf of the Board, support and provide counsel for the Chancellor. The Board Chair should communicate regularly with the Chancellor and clearly state Board expectations on behalf of the Board. The Chair will ensure the Chancellor is regularly evaluated, serve as a sounding board, and work with the Chancellor to monitor Board requests and related workload impact on employees.
- Preside over Board meetings, ensure that discussion and decision-making are orderly, deliberate, and appropriate. The Chair must continually seek a balance between facilitating open exploration of diverse opinions, conduct meetings efficiently, and reach closure on issues.
- Work with the Chancellor to set meeting dates, times, and agendas and be familiar with pertinent issues. The Chair must ensure that all Trustees adhere to their role as policy-makers, refrain from involvement or participation in operational or administrative actions and functions, and support the mission and goals of the District.
- Following discussions by the Board, appoint members to standing and ad hoc committees, as circumstances warrant.
- Speak on behalf of the Board in matters of District business.
- Represent the Board at events, ceremonies and meetings. This responsibility may be delegated by the Chair to other Board Members.

No administrative procedure is required.