

**SECTION I: GOVERNANCE  
BOARD POLICY NO: 2210**

**BOARD POLICY  
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

**Subject: Officers**

**Adoption Date: 7/19/84**

**Revision Date(s):**

10/6/98

4/4/95

8/3/93

2/11/03

3/4/03

**9/2/08**

**Policy Basis: Ed Code 72000**

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

The terms of officers shall be for one year.

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 CEO evaluation;
- Represent the Board at official events or ensure board representation.

The Vice President of the Board shall assume the duties of the President of the Board in his/her absence.

The Superintendent/President shall serve as Secretary to the Board

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;
- 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.