I. At the annual organizational meeting, the Board of Trustees shall elect from among its members a President, a Vice President, and a Clerk of the Board. The terms of officers shall be for one year.

II. Responsibilities of the Officers of the Board of Trustees shall be as follows:

A. The President of the Board shall:

1. Serve as the presiding officer, when in attendance, of all meetings of the Board;

2. Call emergency and special meetings of the Board as required by law;

3. Consult with the Superintendent/President on Board meeting agendas;

4. Communicate with individual Board members about their responsibilities;

5. Participate in the orientation process of new Board members;

6. Assure Board compliance with policies on Board education, self-evaluation, and Superintendent/President evaluations;

7. Represent the Board at official events or ensure Board representation.

8. Respond to all media inquiries on behalf of the Board and may choose to collaborate with the Superintendent/President if necessary. [Other members of the Board are expected to defer to the Board President and/or the Superintendent/President with regard to media inquiries].
B. The Vice President of the Board shall:
   1. Act in the place of the President of the Board whenever needed;
   2. Automatically become the President of the Board in the case of resignation or death of the President of the Board.

C. The Clerk of the Board shall:
   1. Perform those functions that are required by the Education Code;
   2. Fulfill such other functions as may be required from time to time.

D. As Board Secretary, the Superintendent/President shall:
   1. Have charge of all the Board’s correspondence;
   2. Keep a record of the Board’s proceedings and other records as are required by law or by direction of the Board;
   3. Notify members of the Board of regular, special, emergency, and adjourned meetings;
   4. Prepare and post Board meeting agendas;
   5. Prepare for adoption minutes of Board meetings and attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
   6. Certify as legally required all Board actions;
   7. 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.

Source/Reference:

Education Code Section 72000.