

SOLANO COMMUNITY COLLEGE DISTRICT

OFFICERS AND DUTIES OF OFFICERS

1015

POLICY: Officers of the Board are the President, Vice President and Secretary.

The Board does not have an official system of rotation; it elects the President and Vice President each year from among all its members and appoints the Secretary of the Board.

President

The president of the Board should have the following skills needed to preside: knowledge of parliamentary procedures; willingness to allow those who have pertinent ideas to express them; and ability to keep discussions to the point. The President votes on all issues and participates in discussion as he/she see fit.

The duties of the President of the Board are to:

- a. Preside over all meetings of the Board.
- b. Appoint or provide for the election of all Board member committees.
- c. Call emergency and special meetings of the Board as required by law.
- d. Assist and consult with the Superintendent-President on developing Board meeting agendas.
- e. Provide leadership in assisting all Board Members to achieve Board goals and adhere to standards of conduct.
- f. Participate in the orientation process for new Board members;
- g. Assure Board compliance with policies on Board education, self-evaluation, and Superintendent-President evaluation.

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- h. Represent the Board at official events or ensure Board representation.
- i. Perform such other duties as may be prescribed by law or by action of the Board.
- j. Assure that the Board conducts its business with integrity and in a manner consistent with its Board Policies and Procedures and regulations legitimately imposed upon it from outside the organization.
- k. Represent the Board to outside parties in announcing Board-stated positions. He/she may delegate this authority to another Board Member, but remains accountable for its use.
- l. Appoint one or maximum of three Board members to represent the Board on study, planning, or decision making committees or groups in the District.
- m. Sign all contracts, agreements, deeds, leases, plans, and specifications for new building construction, remodeling, and rehabilitation, and all other legal documents except those specifically authorized by the Board to be signed by an officer, agent, or employee of the District.

Vice President

In the absence of the President, the Vice President shall perform all of the duties of the President.

Secretary

The Superintendent-President shall serve as Secretary to the Board.

The major duties and responsibilities of the Secretary for the Board are to:

- a. Notify members of the Board of all regular, special, emergency and adjourned meetings.

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- b. Attend all Board meetings and closed sessions unless absence is authorized by the Board President, and in such cases to assign a designee.
- c. Prepare and post Board meeting agendas.
- d. Furnish Board members with an agenda of principal items of business at least seventy-two (72) hours in advance of regular meetings and twenty-four (24) hours in advance of special meetings.
- e. Have prepared for adoption minutes of Board meetings and provide Board members with a copy of the minutes prior to the subsequent meeting.
- f. Have charge of all records, proceedings and documents of the Board.
- g. File and post copies of financial reports as required by law.
- h. Conduct, under the direction of the Board, the official correspondence of the Board.
- i. Certify as legally required all Board actions.
- j. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary of the Board.

**REFERENCES/
AUTHORITY:**

California Education Code Section 72000

Solano Community College District Governing Board

BP1015

ADOPTED: July 7, 1982

REVISED: March 18, 1987; May 19, 1999; June 6, 2007; Reviewed June 15, 2010;
April 2, 2014