

## **OFFICERS OF THE BOARD AND DUTIES OF OFFICERS BP 1100**

The officers elected by members of the Board are as follows:

1. Chair
2. Vice Chair
3. Clerk
4. Secretary

The duties of the Chair, Vice Chair, Clerk and Secretary are as follows:

### ***Chair***

1. To preside at meetings of the Board.
2. To appoint or provide for the election of all committees.
3. To call special meetings as required.
4. To perform such other duties as may be prescribed by law or by action of the Board.
5. To sign legal documents except those specifically authorized by the Board to be signed by an officer, agent, or employee of the District.

The Chair has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to *Robert's Rules of Order*.)

### ***Vice Chair***

1. To perform in the absence of the Chair.
2. To attest the signature of the Chair or other members of the Board on all other documents of the District when an attest is a legal requirement.
3. To certify copies of records of the District as required.

### ***Clerk***

1. Sign all official documents in the absence of secretary.
2. Attest to the signature of the Chair or other members of the Board on all documents of the District when an attest is a legal requirement.

### ***Secretary***

1. To notify members of the Board of all regular, special and adjourned meetings.
2. To attend all Board meetings or to appoint a designee.
3. To furnish Board members with an agenda of principal items of business, including back-up material, and to furnish an agenda which may include back-up material to others as determined by the Superintendent/President in advance of Board meetings.
4. To cause to be recorded the minutes of the meetings of the Board and, if possible, to transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.
5. To have charge of all records, proceedings, and documents of the Board.
6. To file and post copies of financial and other reports as required by law.
7. To conduct under the direction of the Board the official correspondence of the Board.
8. To sign and execute all employee contracts, inter-district agreements, and any other official documents authorized by the Board.

***Legal Reference:*** Education Code Sections 72025, 72410, 72413, 72400, 72200 and 72233.  
Adopted: February 1, 1988