



Officers and Duties

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## **1.8 OFFICERS AND DUTIES**

### 1.8.1 Term of Office for Officers

All Governing Board officers, president, vice president, clerk, and representative to the San Bernardino County School Boards Association, shall be elected for a term of one (1) year. The immediate past president shall have the title "immediate past president." No officer shall serve for more than one (1) year consecutively in the same office.

### 1.8.2 Board President [Education Code Section 72000]

- A. The Board president assures that the Board behaves with integrity and is consistent with its own rules and those legitimately imposed upon it from outside the organization.
- B. The authority of the Board president consists of making decisions that fall within the policies in the Governance Process and Board/Staff Relationships categories, except where the Board specifically delegates portions of this authority to others. The Board president is authorized to use any reasonable interpretation of the provisions in these policies.
- C. The Board president is empowered to chair Board meetings with all the commonly accepted power of that position.
- D. The Board president has no authority to make individual decisions about policies created by the Board within the Ends and Executive Expectations policy areas. Therefore, the Board president has no authority to supervise or direct the superintendent/president.
- E. The Board president may represent the Board to outside parties in announcing Board-stated positions and in stating interpretations within areas delegated to her or him. She or he may delegate this authority to another trustee, but remains accountable for its use.
- F. The Board president is responsible for communicating regularly with the superintendent/president and with other members to keep members informed about district matters, specific and relevant community, state, and national issues.



# Chaffey Community College District

5885 Haven Avenue  
Rancho Cucamonga, CA 91737-3002

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- G. The Board president, with input from Board members, shall establish the meeting agendas in conjunction with the superintendent/president.
- H. The Board president shall appoint all special committees, unless ordered to the contrary, by Governing Board action. In the appointment of special committees, the duties, authority, and responsibilities shall be stipulated.

#### 1.8.3 Vice President

In case of resignation, absence, or other disability of the president, the vice president of the Governing Board shall perform all the duties of the president.

#### 1.8.4 Clerk

The clerk of the Governing Board shall certify or attest to certain actions taken by the Governing Board whenever such certification or attestation is required for any purpose.

#### 1.8.5 Representative to the San Bernardino County School Boards Association

The representative to the San Bernardino County School Boards Association will be the voting representative of the Governing Board to that organization.

#### 1.8.6 Secretary [Education Code Section 70902]

- A. The superintendent/president shall serve as the secretary to the Governing Board.
- B. The secretary to the Governing Board shall keep an accurate account of the receipts and expenditures of the Chaffey Community College district monies.
- C. The secretary to the Governing Board shall make or maintain other records or reports as are required by law.
- D. The secretary to the Governing Board shall make an annual report on or before the first day of July to the San Bernardino County Superintendent of Schools in the manner and form prescribed by the Board of Governors of the California Community Colleges.



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- E. The secretary to the Governing Board shall certify or attest to certain actions taken by the Governing Board whenever such certification or attestation is required for any purpose.