

## **2210 – Board of Education Officers**

The Board of Education does not have an official system of rotation of officers; it elects the officers each year from among all its members. The terms of officers shall be for 1 year.

The duties of the Chair of the Board of Education are:

- Preside over all meetings of the Board of Education;
- Call emergency and special meetings of the Board of Education as required by law;
- Consult with the President on Board of Education meeting agendas;
- Communicate with individual Board of Education members about their responsibilities;
- Participate in the orientation process for new Board of Education members;
- Assure Board of Education compliance with policies on Board of Education member education, self-evaluation, and evaluation of the President;
- Represent the Board of Education at official events and ensure Board of Education representation.

The duties of the Vice Chair of the Board of Education are:

- Preside over all meetings when the Chair of the Board is absent;
- Represent the Board of Education at official events when the Chair of the Board is unable;
- In the absence of the Chair, the Vice Chair shall exercise all of the powers and bear all of the responsibilities of the Chair.

The duties of the Oregon Community College Association Representative are:

- Attend regularly scheduled OCCA Board meetings;
- Call-in to Legislative Session Conference Calls, when scheduled;
- Attend the annual OCCA Conference;
- Work with the Board of Education when OCCA is in need of support and assistance in legislative action;
- Report monthly to the Board of Education updates from OCCA.

The duties of the CGCC Foundation Board Liaison are:

- Attend regularly scheduled Foundation Board meetings;
- Represent the Board of Education at Foundation Strategic Planning Days, Scholarship Luncheons, and Fundraising events;
- Be the communication channel between the Foundation and Board of Education,
- Report monthly to the Board of Education updates from the Foundation.

The Assistant to the President and Board of Education shall serve as Secretary to the Board of Education.

The duties of Secretary are:

- Notify members of the Board of Education of regular, special, emergency, and adjourned meetings;
- Prepare and post Board of Education meeting agendas;
- Have prepared for adoption minutes of Board of Education meetings;
- Attend all Board of Education meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board of Education;
- Certify as legally required all Board of Education actions;
- Sign, when authorized by law or by Board of Education action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board of Education.

**Legal Reference(s):**

1. ORS 341.283