

## Board of Trustees

**BP 2210 OFFICERS****Reference:**

Education Code Section 72000

The President of the Board as a regular member shall participate in the discussion of issues during the meeting as well as in voting. In addition, the President's duties shall include:

- a) To preside at all meetings and decide questions of order.
- b) To appoint Trustees to and designate chairpersons of all committees, Board Committees, and make all other appropriate trustee assignments.
- c) To execute all contracts and official documents approved by the Board and requiring the President's signature.
- d) To represent the Board at official functions when necessary; to serve as spokesperson for the Board regarding a Board action taken; to keep the Board promptly informed of these occasions.
- e) To set the Board meeting agenda with the Superintendent/President and Board officers.
- f) To call special meetings of the Board as required.
- g) To perform other duties formally assigned by the Board, or by statute.

The Vice President's duties shall include:

- a) To perform all duties of the President of the Board in the absence or disability of the President.
- b) To discharge such other functions as the President of the Board may from time to time request.

The Clerk's duties shall include:

- a) To perform all duties of the President of the Board in the absence or disability of the President and Vice President of the Board.
- b) Signatures as required.
- c) To perform any other duty assigned by the President of the Board, or required by law.

The District Superintendent shall serve as Secretary to the Board and, as such, shall have the following obligations:

- a) To be responsible for such public notices as may be required by statutes, Bylaws, resolutions and policies of the Board.
- b) To be responsible for recording, preparing, and maintaining the approved Official Minutes of all regular and special meetings of the Board, and properly transmitting them to the Board.
- c) To retain and properly file all official records and documents of the Board.
- d) To conduct the official correspondence on behalf of the Board as requested and issue all Board orders.
- e) To be responsible for providing members promptly with copies of correspondence prepared in the name of the Board or Board President, as well as copies of all reports, communications, etc., developed and transmitted to members of the community.
- f) To perform such other duties as may be required by law or delegated from time to time by the Board.

Also see BP/AP 2305 titled Annual Organizational Meeting and BP 2430 titled Delegation of Authority to the Superintendent/President

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Date Adopted: April 21, 2009  
*(Replaces College of Marin Policies 1.3031, 1.3032, 1.3033, and 1.3035)*  
**Date Reviewed/Revised:** May 16, 2017