

**BP 2210 OFFICERS**

**Reference:**

Education Code Section 72000

At the annual organizational meeting, the Board of Trustees shall elect from among its members a President, Vice President and Secretary of the Board.

The terms of officers shall be for one year.

The Board of Trustees does not have an official system of rotation of officers; it elects the officers each year from among all its members.

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Date Adopted: September 16, 2008

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Education Code Section 72000

I. Organization of the Board

A. President

The President of the Board of Trustees shall:

1. Preside at all meetings of the Board unless unavailable.
2. Review the agenda with the Chancellor of the District.
3. Assign a Trustee Chair to the following committees, in consultation with and subject to approval by, the Board:
  - a. Resources
  - b. Governance
  - c. Facilities
  - d. Planning and Operations
  - e. Teaching and Learning
4. Designate a Trustee representative to:
  - a. Riverside County Committee on School District Organization
  - b. Association of Community College Trustees
  - c. California Community College Trustees
  - d. Community College League of California
  - e. Riverside County School Boards Association
  - f. Association of Governing Boards of Universities and Colleges
  - g. Other appropriate recognized organizations
5. Appoint a Trustee as a liaison to the Board of Directors of the RCCD Foundation.
6. Serve as the official spokesperson for the Board when a decision or consensus has been reached.
7. Work with the Chancellor of the District to plan special events which specifically involve Board members.
8. Sign appropriate correspondence, documents, and certificates.

9. Call special meetings as required in accordance with I. D. above.
10. Perform other duties as prescribed by law or action by the Board.

B. Vice President

The Vice President of the Board of Trustees shall:

1. Sign all official documents as required.
2. Perform the duties required of the President of the Board of Trustees when that individual is unavailable.
3. Perform other duties as prescribed by law or action by the Board.

C. Secretary of the Board

The Secretary of the Board of Trustees shall:

1. Sign all official documents as required.
2. Conduct the official correspondence of the Board.
3. Perform other duties as prescribed by law or action by the Board.

D. Secretary to the Board

The Secretary to the Board of Trustees (Chancellor of the District) shall:

1. Be responsible for all records, minutes, proceedings and documents of the Board.
2. Notify members, the public, and District employees of all Board meetings.
3. Attend all Board meetings.
4. Prepare the agenda for Board meetings.
5. Sign and execute official papers as required.

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Date Approved: September 16, 2008  
(Replaces Regulation 1010)  
Revised: April 20, 2010