Sierra College
BOARD POLICY BP 2210

Officers of the Board of Trustees

Date Adopted: 5/8/1984

Date Revised: 11/10/2026

Date Reviewed: 11/10/2026

References: Education Code Section 72000

At the annual organizational meeting, the Board of Trustees shall elect from among its members a President, a Vice President/Clerk, and a Secretary of the Board. (The Secretary may be the Superintendent/President.) The Board does not have an official system of rotation of officers; it elects the officers each year from among all of its members. The terms of officers shall be for one year.

Responsibilities and Duties of Officers of the Board of Trustees

The duties of the President of the Board are:

- Preside over all regular and special meetings of the Board.
- Call emergency and special meetings of the Board as required by law;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members as available;
- Assure Board compliance with policies on Board education, self-evaluation and Superintendent/President evaluation;
- Represent the Board and ensure board representation at official events.
- Work cooperatively with the Superintendent/President in preparation of the agenda.

The duties of the Vice President/Clerk of the Board are:

- Act as President of the Board in the absence of the President or upon the President's inability;
- Certify or attest to actions taken by the Board of Trustees whenever required;
- Make or maintain such records or reports as are required by law;
- Perform such other duties as may require official signature by the Board of Trustees.

The duties of the Secretary of the Board are:

- Serve notices of regular, special, emergency and adjourned meetings, prepare and post Board meeting agendas and other required notices as prescribed by law;
- Attend all Board meetings and closed sessions, unless excused, and in such case to assign a designee;
- Prepare for adoption minutes of Board meetings;
- Conduct the official correspondence of the Board;
- Certify as legally required all Board action;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Clerk of the Board.