I.3 Duties of the Officers

A. The Chair and Vice Chair shall be elected at the regular meeting of the Board held in August of each year. Such elected officers shall hold office for a one-year term to commence September first following such meeting or until their successors are elected and shall qualify. In the event a Chair or Vice Chair is not elected at any regular August meeting, the Chair may be elected at any subsequent meeting to serve for the balance of the term. Vacancies in the officers of Chairman and Vice Chair may be filled at any meeting of the Board. A vote of the majority of the members present shall be necessary for election of Chair or Vice Chair. The Chair shall preside at all meetings of the Board and perform such other duties and functions as may be required by the By-laws, Board Policies, or by or pursuant to law. The Vice Chair shall perform the duties and functions of the Chair in the absence of the Chair.

B. President

The President shall be appointed by the Board subject to the requirements of law. The President shall be the chief administrative officer of the College and shall have the supervision and control of its plant, equipment, operations and employees, subject to the direction of the Board. The President shall attend the meetings of the Board and, in consultation with the Chair of the Board, shall prepare the agenda for the meetings, shall prepare or cause to be prepared for the consideration of the Board, such budgets as may be required in connection with the appropriations of money to the College, shall recommend the persons to be employed by the College and their positions and salaries, and shall perform such other duties as may be delegated to the President by the Board or imposed upon the President by or pursuant to law.

C. Treasurer

The chief fiscal officer of the College shall be the Treasurer, who shall be elected by the Board of Trustees. The Treasurer shall have custody of all funds of the College appropriated for its use and paid over to it or to the Board by the appropriating body, and of all other funds received by or for the account of the College, except as otherwise provided by law. The Treasurer shall oversee the systems for documenting itemized records of all receipts and disbursements of the College, and shall make regular reports thereof, at the meetings of the Board, and shall perform such other duties as may be delegated or required by or pursuant to law.

D. Secretary

The Secretary shall prepare the minutes of the meetings of the Board, shall have custody of the minutes books, and shall perform such other duties as may be delegated or required by or pursuant to law.

(Revised: October 17, 2011)