



<b>BOARD POLICIES</b>
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<b>DIVISION</b>	<b>POLICY NUMBER</b>
I. Board of Trustees	1.10.01 [1]
<b>CATEGORY</b>	<b>DATE</b>
1.10.01 Officers of the Board	Adopted: 1982 Revised: 05/1993, 04/2015, 12/2015, 03/2017, 05/2020

1.10.01 **OFFICERS OF THE BOARD – DUTIES**

The following duties of the officers of the Board of Trustees (Board) are stated below, based on guidance found in the Illinois Compiled Statutes 110 ILCS 805/3-10.

**DUTIES OF THE CHAIR PERSON OF THE BOARD**

Duties of the Chair Person of the Board shall include:

- Presiding at all meetings of the Board or meetings held for Board purposes with the College and performing such duties as are imposed by law or by action of the Board.
- Creating and appointing members to special Board committees.
- Signing, when authorized by the Board, all official documents and orders as agent of the Board.
- Acting as the chief coordinator between the Board and the President, keeping both fully informed of all pending pertinent activities.
- Serving as the official spokesperson for the Board, keeping the Board and the President fully informed of all pending pertinent activities.

In the event of a vacancy in the office of the Chair Person, or permanent inability or refusal to perform the duties of the Chair Person, a new Chair Person will be elected by the Board from among its members.

**DUTIES OF THE VICE CHAIR PERSON OF THE BOARD**

The Vice Chair Person shall temporarily assume the duties of the Chair Person and shall have the same powers as the Chair Person, in the absence of the Chair Person of the Board.

In the event of a vacancy in the office of Vice Chair Person or permanent inability or refusal to perform the duties of Vice Chair Person, a new Vice Chair Person will be elected by the Board from among its members.



<b>BOARD POLICIES</b>
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<b>DIVISION</b>	<b>POLICY NUMBER</b>
I. Board of Trustees	1.10.01 [2]
<b>CATEGORY</b>	<b>DATE</b>
1.10.01 Officers of the Board	Adopted: 1982 Revised: 05/1993, 04/2015, 12/2015, 03/2017, 05/2020

If the Chair Person and Vice Chair Person both are absent from any meeting, a Chair Person pro tempore shall be appointed by the Board from among its members.

**DUTIES OF THE SECRETARY OF THE BOARD**

The duties of the Secretary of the Board shall include:

- Attending all meetings of the Board and causing to be kept a full and accurate record of all votes and acts of the Board.
- Causing a copy of the minutes of each regular or special meeting of the Board to be provided to all members of the Board and to the President of the College.
- Collect and cause to be maintained records required by state law for each Trustee’s training and development i.e. 5 ILCS 120/1.05 Open Meetings Act and 110 ILCS 805/3-8.5 Community College Trustee’s Leadership Training. If training is not completed it is the duty of the Board Secretary to inform all Trustees and the College President. The Board Secretary will inform the College’s President of training completion for posting on the College web site.

If the Secretary of the Board is absent from any meeting a member of the Board shall be appointed secretary pro tempore.

In the event of a vacancy in the office of Secretary of the Board or permanent inability or refusal to perform the duties of Secretary, a new Secretary of the Board shall be elected by the Board from among its members.

**DUTIES OF THE TREASURER**

The duties of the Treasurer shall include:

- The receipt of all tax funds designated for the College.
- The supervision of the investment of College funds.
- Providing the Board with such financial reports as may be requested.
- Assisting in the designation of bank depositories.
- Disbursing funds as authorized by the Board.
- Assisting in the annual College budget preparation process.



**BOARD POLICIES**

<p><b>DIVISION</b>          I. Board of Trustees</p>	<p><b>POLICY NUMBER</b>          1.10.01 [3]</p>
<p><b>CATEGORY</b>          1.10.01 Officers of the Board</p>	<p><b>DATE</b>          Adopted: 1982          Revised: 05/1993, 04/2015, 12/2015,          03/2017, 05/2020</p>

- Advising the Board on financial markets, trends, and other financial considerations of importance in assuring the financial stability of the College.

**DETERMINATION OF TEMPORARY OR PERMANENT VACANCY**

The Board, by a majority vote upon a motion duly made, shall determine whether the absence of a Board officer is temporary or permanent.