DIVISION
I. Board of Trustees

POLICY NUMBER
1.10.01[1]

CATEGORY
1.10.01 Officers of the Board

DATE
Adopted 1982

1.10.01 OFFICERS OF THE BOARD – DUTIES

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

DUTIES OF THE CHAIRPERSON
Duties of the Board Chairperson 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 upon him/her 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 both fully informed of all pending pertinent activities.

DUTIES OF THE VICE CHAIRPERSON
The Vice Chairperson shall temporarily assume the duties of the Chairperson and shall have the same powers as the Chairperson, in the absence of the Chairperson.

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

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

If the Chairperson and Vice Chairperson both are absent from any meeting a Chairperson pro tempore shall be appointed by the board from among its members.

Reviewed by legal counsel October 2015
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 board member’s training and development i.e. Open Meetings Act (5 ILCS 120/1.05) and Community College Trustee’s Leadership Training (110 ILCS 805/3-8.5). If training is not completed it is the duty of the Board Secretary to inform all board members 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.
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- 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.