

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 2 – BOARD OF GOVERNORS SUBSECTION 21 – ORGANIZATION

POLICY NUMBER: BP – 2115

BOARD OFFICERS DUTIES

1. POLICY REASON/PURPOSE/INTENT

To identify the Board of Governor officer positions and their duties.

2. DEFINITIONS

N/A

3. POLICY

- 3.1 Chairperson of the Board – To preside at all meetings and to perform such other duties as are required by law or by action of the Board, and to coordinate on behalf of the Board with the College President when the Board is not in session.
- 3.2 Vice Chairperson of the Board – To serve in the absence of the chairperson of the Board. In the absence of the chairperson and vice chairperson, the Board shall appoint a chairperson pro tempore.
- 3.3 Secretary – Shall perform the duties usually pertaining to the office and such other duties as are imposed by law or by action of the Board. In the absence of the secretary, the Board shall appoint a secretary pro tempore.
- 3.4 Treasurer – Shall perform the duties usually pertaining to the office and such other duties as are imposed by law or by action of the Board. In the absence of the treasurer, the Board shall appoint a treasurer pro tempore.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 3/10/2016

ORIGINAL ADOPTION DATE: 07/11/1996 (item #7666)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 03/13/1997
(item #7957); 12/12/2013 (item #11363); 3/10/2016 (item #11805)

PRIOR POLICY/PROCEDURE NUMBER: 9120

SCHEDULE FOR REVIEW: 2021

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Board/President

SPONSORING DIVISION/DEPARTMENT: Board of Governors

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: none

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: board officers, chairperson, secretary, treasurer