

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 1.20 Duties of Officers  
**Revision Date:** 12/11; 3/16  
**Policy Reference:** Education Code Section 72000

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1. President

It shall be the duty of the President of the Board to preside at Board meetings; to represent, as appropriate, the Board at special events or ensure Board representation; to consult with the Chancellor on Board meeting agendas; to call special or emergency meetings as required; to assure Board compliance with policies on Board education, self-evaluation and Chancellor evaluation; and to perform such other duties as may be prescribed by law or by action of the Board.

2. Vice President-Clerk

The Vice President-Clerk shall serve as President Pro Tempore in the absence of the President. It shall be the duty of the Vice President-Clerk to sign the approved minutes of all special and regular meetings of the Board and to sign other official documents of the Board.

3. Representative of the Board to the County Committee on School District Organization

It shall be the duty of the County Committee Representative to attend meetings called by the County Superintendent of Schools to elect members to the San Mateo County Committee on School District Organization and decide other issues before the body.

4. Representatives of the Board to the San Mateo County Community Colleges Foundation Board

Two members of the Board of Trustees shall be appointed as representatives to the Foundation Board and shall each serve a two-year term. It shall be the duty of the representatives to attend Foundation Board meetings and to keep the Board of Trustees informed about Foundation matters.

5. Other Representatives

The Board may appoint such other representatives to groups and organizations as deemed appropriate.