

ADMINISTRATIVE PROCEDURES

AP 2210 Officers

The role of the Board Chair is important to the effectiveness of the Governing Board. The Board Chair leads the board and facilitates board processes. He/she plays an important role in ensuring that the board effectively governs the institution and that trustees work together well. The Board Chair shall be the major spokesperson for the board. He/she is the primary point of contact with the Superintendent/President.

Selection of the Board Chair

The Board Chair is selected annually at the December organizational meeting. The term is one year.

The Board Chair is elected through a nomination process conducted at the annual meeting. In making the nomination Board members will consider the priorities before the Board, the willingness of each member to serve, and the opportunity for each Board member to serve. Board members could serve more than one term.

Responsibilities of the Board Chair

The Board Chair, as is true with all Board members, has no legal authority as an individual other than those specifically delegated by the Board. The Board Chair is bound to represent the board's decisions and to reflect the voice of the entire board when working with the Superintendent/President or representing the board to the public. The Board Chair, upon his/her selection or election has a responsibility to create a positive climate, lead the Board and work closely with all members of the Board as well as the Superintendent/President.

1. ***Preside over Board Meetings.*** The Board Chair presides over board meetings and ensures that discussion and decision-making are orderly and deliberate. He/she ensures that the meetings are conducted in a way that is fair to everybody—that diverse opinions are heard, issues are explored, time is used efficiently, and closure on issues is reached. The Board Chair sets and reinforces expectations for respectful communication among board members and meeting participants.
2. ***Work closely with the Superintendent/President.*** The Board Chair is usually a major source of support and counsel for the Superintendent/President. He/she works with the Superintendent/President to develop the board's meeting agendas. The Board Chair reinforces and clarifies board expectations as needed, and ensures that there is an effective Superintendent/President evaluation process.

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3. **Represent the Board and District.** The Board Chair is often viewed as a primary advocate for the college and a spokesperson for the board. The responsibility flows from the board's duty to represent the college in the community and advocate college interests to state and national policy makers.
4. **Ensure the Board Fulfills Its Role.** The Board Chair helps ensure that the board acts legally and performs well in that it represents public interests, focuses on policy when working with the Superintendent/President, and monitors institutional performance.
5. **Create a Positive Climate.** The Board Chair helps to create a positive climate for board work by being welcoming and inclusive. Effective chairs model standards for trustees' behavior by adhering to principles of effective trusteeship and expecting other trustees to do the same. They epitomize what it means to be stewards of the public trust.
6. **Facilitate Teamwork.** The Board Chair builds a sense of team and helps trustees work together. The Chair clarifies goals, encourages input, and facilitates open (legal) communication. The Board Chair addresses and tries to resolve dysfunctional behavior.
7. **Board Education.** The Board Chair ensures that there is an ongoing program of trustee development to ensure trustees are knowledgeable about their roles and the issues. He/she ensures that the board conducts an annual self-evaluation.

References: Education Code Section 72000;
CCLC Board Chair Handbook, 2016
CCLC Trustee Handbook, 2016

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