

**THREE RIVERS COLLEGE  
BOARD POLICY**

|  |                           |
|--|---------------------------|
| Section: 0000 Board of Trustees                  |                           |
| Sub Section: 0300 Board of Trustees Organization |                           |
| Title: BP 0321 Board Officers                    | Page 1 of 4               |
| Associated Regulation:                           |                           |
| References:                                      |                           |
| Supersedes: Section 1.2 & Section 1.7            |                           |
| Responsible Administrator: College President     |                           |
| Initial Approval: 10-15-2009                     | Last Revision: 09-21-2016 |

Within 14 days after the biennial board election in April or at its next regular meeting, the board will meet to administer the oath of office to new trustees and to elect a chair, vice-president, secretary and treasurer.

**Term of Office**

Board officers shall be determined by the board of trustees in regular session each April but subsequent to the regular school election in which trustees are elected to the board.

Board officers shall serve terms of one year and shall be elected pursuant to the following rotation schedule:

- Chairman ..... Sub-district 1-A
- Vice Chairman ..... Sub-district 3
- Secretary ..... Sub-district 1-B
- Treasurer ..... Sub-district 1-C
- Trustee..... Sub-district 4
- Trustee..... Sub-district 2

**Vacancy**

In the event a vacancy occurs among the trustee officers, a replacement may be elected at any regular meeting of the trustees to provide for the unexpired portion of the regular term using the method outlined above.

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**Prolonged Absence of Secretary or Treasurer**

In the event of prolonged absence of the secretary or the treasurer of the board of trustees, the board chair may appoint a temporary replacement with full authority to act for such officer during the period of absence only.

**Duties of Board Officers**

**Board Chair of Trustees**

1. Shall preside at meetings of the Board of Trustees. In general, he/she will be referred to as the “board chair” to avoid confusion with the president of the college.
2. Shall appoint persons to the standing or other committees of the board of trustees.
3. Shall sign documents, contracts, and other instruments where the signature of the direct chief trustee officer is required or appropriate.
4. Shall order approval of the minutes of the trustee meetings where there are no corrections or additions.
5. Shall perform such other duties as are usually associated with the position of the chief trustee officer.

**Vice President of the Board of Trustees**

1. Shall preside at meetings of the trustees in the absence of the board chair and in the event of a vacancy will succeed to the position of board chair for the unexpired portion of the term of that office.
2. Shall perform such other duties as are usually associated with the position of vice president.

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Secretary of the Board of Trustees

1. Shall be the official custodian of the proceedings and records of the trustees.
2. Shall sign documents, contracts, and other instruments where the signature of the trustee secretary is required or appropriate.
3. Shall perform such other duties as are usually associated with the position of secretary.

Treasurer of the Board of Trustees

1. Shall be bonded according to law and shall be fully responsible to avoid any lapse in the bond. The bond will be paid from the funds of the district.
2. Checks will be signed with the treasurer's name imprinted in facsimile. At the discretion of the chief financial officer, accounts requiring payment prior to the scheduled board meeting will be paid and subsequently listed on the check register.
3. Shall participate, along with the president of the college, in conducting and supervising the audits of the district and shall receive a copy of the audit report.
4. Shall perform such other duties as are usually associated with the office of treasurer.
5. In the event of a vacancy in this office, the successor shall be elected by the trustees within 30 days of the occurrence of the vacancy. The temporary replacement shall have full authority to act for such officer during the period of absence only.

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**DOCUMENT HISTORY:**

**10-15-2009:** Initial approval of policy BP 0321 Board Officers.

**09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.