

01.10.01 OFFICERS OF THE BOARD-DUTIES

Division: **Board of Trustees**

Adopted: **1982**

Revised: **05/1993, 04/2015, 12/2015, 03/2017, 05/2020, 12/2022**

Reviewed:

The following duties of the officers of the Board of Trustees (Board) are stated below, based on guidance found in the Illinois Compiled Statutes [110 ILCS 805/3-10]. All officers of the Board have the collective duty to ensure meetings are conducted according to the latest version of Robert's Rules of Order.

Duties of the Chairperson of the Board

Duties of the Chairperson of the Board 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 by law or by action of the Board. The Chairperson will receive motions and provide overall leadership for the Board in dealings with the President, public, and 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 the Board and the President fully informed of all pending pertinent activities.

In the case of absence, the Chairperson shall inform both the Vice Chairperson and the President of the intended absence for all Board meetings, as soon as reasonable given the nature of the issue. In the event of a vacancy in the office of the 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. The Vice Chairperson may temporarily assume these duties until the Chairperson is elected, not to exceed 60 consecutive days or as otherwise determined by the Board and pursuant to 110 ILCS 805/3-7.

Duties of the Vice Chairperson of the Board

The Vice Chairperson shall temporarily assume the duties and functions of the Chairperson and shall have the same powers as the Chairperson, in the absence of or inability to act as the Chairperson of the

Board. In the event of the absence or inability to act of the Chairperson, or while the Chairperson role is vacant, the Vice Chairperson shall temporarily perform the duties and functions of the Chairperson as outlined above.

In the event of a vacancy 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.

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.

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.
- 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.

Related Institutional Procedures: