



CHAPTER 1	SECTION NO.
Board of Trustees	1.02
REFERENCE	<i>Adopted: October 12, 2010</i>
1.02.02 Board Chair	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

The duties of the Chair shall include, but not be limited to the following:

- Preside at all meetings of the Board or meetings held for Board purposes
- Make all Board of Trustees standing committee appointments with the advice and consent of the Board
- Appoint and dissolve special Board committees
- Serve as an ex-officio member of all Board committees
- Subject to provisions of the *Illinois Public Community College Act*, call regular or special meetings as needed
- Represent the interests of the Board on a day-to-day basis
- When authorized by the Board, sign all official documents and orders as agent of the Board
- Board minutes in their final form shall be signed by the Board Chair and the Secretary of the Board or by his/her duly authorized representative
- Act or designate another person to act as spokesperson for the Board in communication to the public. The Chair or designated spokesperson will notify all individual Trustees as promptly as possible of his/her actions as the Board's representative
- Perform such other duties as prescribed by Board policy, law or by Board action