



CHAPTER 1	SECTION NO.
Board of Trustees	1.11
REFERENCE	<i>Adopted: October 12, 2010</i>
1.11 Executive Assistant to the Board	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

The Executive Assistant to the President shall serve as the Executive Assistant to the Board of Trustees and will perform clerical duties for the Board. This person attends all meetings and records all official business of the Board, as well as represents the Board in working with local election officials in all Board elections and referenda.

The major duties and responsibilities of the Executive Assistant to the Board will be as follows:

- Perform the necessary clerical duties for the Board of Trustees
- Notify or see that proper notification is given to all members of the Board of all regular and special meetings
- Attend all Board meetings
- Record or see that accurate minutes are recorded of all meetings of the Board and to see that a copy of the minutes of each meeting is transmitted to each member of the Board before each ensuing meeting
- Prepare materials and resolutions
- Receive petitions for Board of Trustees elections
- Maintain the Board Policy Manual
- Make travel arrangements for Board travel as appropriate for College business
- Maintain historical records
- Assist the Board Chair and Board Secretary in the performance of their duties

If the Executive Assistant to the President is unable to perform the clerical duties for the Board the President will appoint a replacement.