

A president and vice president shall be elected from among the members of the board of trustees at the annual organizational meeting, which will be held during the fifteen-day period beginning the second Friday in December. The superintendent/president may serve by appointment as the board secretary/clerk. The board also may appoint an assistant secretary. The terms of officers shall be for one year.

The role of the board president is to lead the board members in carrying out their duties and responsibilities in partnership with the superintendent/president.

The board president shall:

- A. Consult with the superintendent/president and board vice president on board meeting agendas.
- B. Assure board compliance with policies on board education, self-evaluation, ethics policy, and superintendent/president evaluation.
- C. Be knowledgeable about MiraCosta College and the communities that comprise its district and use that knowledge in part to help the board and the superintendent/ president focus on the future.
- D. In leading the district's commitment to planning, ensure a board role in the planning process, including creating and recreating the board's vision for the college.
- E. Communicate regularly with the superintendent/president and as needed with the board to keep all members informed about MiraCosta Community College District matters specifically and community college issues in general.
- F. When an invitation is extended, attend public events on behalf of the board or designate other trustees to do so.
- G. Communicate board positions in public forums.
- H. Strive to develop the effectiveness of the board as a team and of individual members of the team.
- I. Appoint trustees to ad hoc committees to formulate initiatives and policies for recommendation to the board.

- J. Plan board retreats to maintain board vitality and effectiveness; encourage trustees to attend regional, state and national conferences; and include current issues for timely discussion in board agendas.
- K. Preside over board meetings, ensuring orderly, deliberate, and appropriate discussion and decision-making.
- L. Call emergency and special meetings of the board as required by law.
- M. Play a major role in orientation and in continuing support and informing of new board members.
- N. Ensure annual board self-evaluations and superintendent/president evaluations are conducted with appropriate follow-up.
- O. Sign official district documents that require the signature of this office.

The vice president shall have all of the authority and duties of the president in the absence of the president and shall:

- A. Consult with the superintendent/president and board president on board meeting agendas.

The duties of the board secretary are as follows:

- A. Notify members of the board of regular, special, emergency and adjourned meetings.
- B. Prepare and post board meeting agendas.
- C. Have prepared for adoption minutes of board meetings.
- D. Attend all board meetings and closed sessions, unless excused, and in such cases to assign a designee.
- E. Conduct the official correspondence of the board.
- F. Certify as legally required all board actions.
- G. Sign, when authorized by law or by board action, any documents that would otherwise require the signature of the secretary or the clerk of the board.

The board of trustees does not have an official system of rotation of officers; it elects the officers each year from among all its members.