**Officers and Duties**

A. The Board shall elect a Chair, a Vice Chair, a Secretary and a Treasurer who shall be members of the Board. The Board shall designate a Recording Secretary who will not be a member.

B. It shall be the duty of the Chair to preside over the meetings of the Board, to call meetings as herein provided and to perform such other special duties as shall be approved by the Board. In the absence of the Chair, the Vice Chair shall preside over the meetings of the Board.

C. It shall be the duty of the Secretary to attest to official Board documents, to assure that the duties of the Recording Secretary are fulfilled, and to perform such other duties as the Board may require. The Secretary shall be responsible for assuring that minutes of every regular or special meeting of the Board are kept and that such minutes shall be made available to the public.

D. The Treasurer and the Vice President of Administrative Services are authorized to handle money on behalf of the community college district. Both the Treasurer and Vice President of Administrative Services shall first secure a suitable bond from a responsible bonding company, which shall be paid for by the Board before handling any district monies.

Authority – MCL, §389.111, §389.113, §389.114

History – Readopted: June 18, 2012.