

**A-6b            PROCEDURES        General Duties: Job Description - Board Member**

The following are general duties of Board Members:

1. To participate in the establishment, monitoring, and revision of Board policy and to focus on functioning based on that policy.
  2. To attend all Board meetings and assigned Team meetings.
  3. To review all Board and Team agendas, minutes and financial statements.
  4. To participate in the President's evaluation process.
  5. To participate in the campus graduation ceremonies.
  6. To participate in professional board member development at local, state and national levels.
  7. To represent the College at public events throughout the 15-county area.
  8. To be responsive to the public on College-related topics.
  9. To follow the SCC Code of Ethics.
  10. To be familiar with statutory requirements for governing board members. (SCC Procedure A-6a)
  11. To be familiar with the principles of policy governance.
  12. To perform such other functions as the Chair of the Board may request from time to time.
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**A-6b PROCEDURE General Duties: Job Description - Board Chair**

The following are general duties of the Board Chair:

1. To preside at all Board meetings and provide leadership to the Board.
  2. To serve as Chair of the Board Executive Team. (SCC Policy A-5)
  3. To work with the College President and Board Executive Team in developing the agenda for each Board meeting.
  4. To work with Board members to establish Board Team membership.
  5. To act as official spokesperson for the Board, except when otherwise directed by a majority of the Board.
  6. To call special and emergency meetings of the Board in accordance with state statute.
  7. To coordinate the formal performance evaluation of the President.
  8. To be responsible for the orderly conduct of all Board meetings.
  9. To perform any other duty as may be necessary for the benefit of the College area.
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## A-6b PROCEDURE General Duties: Job Description - Board Vice Chair

The following are general duties of the Board Vice Chair:

1. To perform all duties of the Chair of the Board when the Chair cannot be available.
  2. To serve as a member of the Board Executive Team. (SCC Policy A-5)
  3. To be familiar with Robert's Rules of Order.
  4. To perform such other functions as the Chair of the Board may request from time to time.
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**A-6b PROCEDURES General Duties: Job Description - Board Secretary**

The following are general duties of the Board Secretary:

1. To serve as a member of the Board Executive Team. (SCC Policy A-5)
  2. To maintain records of the Board and ensure effective management of the College's records.
  3. To manage the minutes of Board meetings.
  4. To ensure minutes are signed and distributed to members according to state statute.
  5. To be sufficiently familiar with College documents to be able to note applicability during meetings.
  6. To perform such other functions as the Chair of the Board may request from time to time.
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**A-6b**      **PROCEDURE General Duties: Job Description - Board Treasurer**

The following are general duties of the Board Treasurer:

1. To serve as a member of the Board Executive Team. (SCC Policy A-5)
2. To ensure that the President disburses College funds upon the order and authorization from the Board.
3. To perform such other functions as the Chair of the Board may request from time to time.

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**Related Policy:** A-5

**Adopted:** 04/17/07

**Reviewed:** 10/03/18, 02/01/20

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