

Title	: Officers and Duties/Election and Terms	
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Reference	: A.R.S. §15-1443, §38-431	

The officers of the District Governing Board shall be a Chairperson and Secretary. These officers shall be elected by the District Governing Board at the first regular meeting of the District Governing Board in January of each year. Each officer shall hold office for a term of one year. The Chairperson and Secretary shall be members of the District Governing Board. The College President shall, in consultation with the District Governing Board Chairperson, designate a Recording Secretary for all District Governing Board meetings.

Vacancies occurring in the offices shall be filled by the District Governing Board at any regular meeting for the unexpired term of such officer.

Duties of the Officers

The principal duties of the Chairperson of the District Governing Board shall be:

1. To provide leadership in planning the work of the District Governing Board.
2. To aid the College President in communicating the education needs of the College to the community, the needs of the community to the District Governing Board and the College President, and in devising effective ways to meet them.
3. To preside over all meetings of the District Governing Board.
4. To recommend to the District Governing Board the appointment of committees.
5. To carry out the directives of the District Governing Board when required by law to sign contracts and other official documents.
6. To represent the District Governing Board or to designate a representative upon occasions when such representation is desired or may be prescribed by law or state regulation or assigned by the District Governing Board.
7. Perform such other special duties as shall be vested by the District Governing Board.

The Secretary of the District Governing Board shall sign the minutes and records of the meetings of the District Governing Board, sign communications from the District Governing Board, except where the District Governing Board shall otherwise order, and perform such other duties as shall be prescribed by law or lawful regulations or designated by the District Governing Board. In the absence of the Chairperson of the District Governing Board, the Secretary shall preside over District Governing Board meetings.

The Recording Secretary shall take the minutes of the meetings of the District Governing Board and submit them to the District Governing Board for their approval. The College President shall see that copies of the minutes of the previous meeting are delivered to each member of the District Governing Board at least twenty-four (24) hours prior to the next regular meeting of the District Governing Board. The College President shall also see that agendas for each meeting are delivered to each member of the District Governing Board in a timely manner, but in no instance later than twenty-four (24) hours prior to each meeting.

