

Support for Board Operations

The Board shall have the authority to employ an Administrative Assistant to the Board.

The Board may request that the President of the College assign to this role an Administrative Assistant currently employed by the college. A portion of that employee's time shall be reserved to Board activities and support, and budgeted to the Board of Trustees.

The Administrative Assistant to the Board of Trustees shall:

- 1) Ensure that records are kept of all proceedings at Board meetings.
- 2) See that a Board calendar is maintained that includes all items which have been requested on a future agenda, all unfinished business, and all items which should be subject to annual or periodic review by the Board.
- 3) Assist the Board President in preparation of meeting agendas in coordination with the College President
- 4) Assist all officers of the Board in the performance of their duties.
- 5) See that Board members receive agendas, minutes, administrative memorandums and other materials which should be reviewed by the Board prior to Board meetings.
- 6) Provide other support, and perform other duties, as requested by the Board in performance of their duties and responsibilities.

Note: Original Adoption Date is Unknown

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