

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

REGULATION 1.04 A

Board Policy Manual Section: 1.04 A Duties of Officers--President

Responsibilities of a Board President

The president of the Board of Trustees presides over meetings. Therefore, the president should have the skills needed to preside: knowledge of parliamentary procedures; willingness to allow those who have pertinent ideas to express them; and ability to keep discussions to the point. The president should vote on all issues and participate in the discussion as he/she sees fit.

1. The Board president presides over Board meetings by:

- Consulting with the Superintendent/President on agenda items as appropriate in advance of Board meetings
- Ensuring orderly discussion and the opportunity for all opinions to be heard
 - facilitating full and democratic discussions of issues while advocating positions sparingly
 - ensuring deliberative action by the Board
 - assisting the Board in determining the fine line between policy making and administration

2. The Board president counsels the College president by:

- Assisting the new president during the first months of a presidency
- Making Board expectations clear to the president
- Representing the Board in discussions with the president regarding compensation and workload
- Alerting the president to areas of Board concern
- Taking responsibility for seeing that the Board regularly evaluates the president
- Representing the Board by serving as a sounding board on matters which may not require formal Board action but will concern the Board

3. The Board president orients new Board members by:

- Ensuring each new trustee is provided the opportunity to participate in a new Board member orientation program
- Utilizing the expertise of new trustees and making them feel part of a team
- Encouraging them to attend state/national trustee activities

- Encouraging them to attend local college and civic functions
- Getting to know the newer trustees
- Assigning each new trustee to a "trustee sponsor," an experienced Board member who can help the new trustee "learn the ropes"

4. The Board president corrects inappropriate trustee behavior by:

- Serving as a mediator between the trustee and the rest of the Board
- Suggesting strategies that the trustee in question can use to avoid recurrence of the problem

5. The Board president leads the institution's commitment to planning by:

- Seeing that the Board develops a vision of the college's future
- Insisting that Board actions either reflect the plan or result in a change of the plan

6. The Board president evaluates his/her own performance by:

- Planning a regularly scheduled evaluation of Board performance

*These responsibilities are adapted from a **Role of the Board President** seminar conducted by the Illinois Community College Trustees Association, January 19, 1990 and Boardsmanship: A Guide for California School Board Members, published by the California School Boards Association, 1981.*

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