CHAPTER 1	SECTION NO.
Board of Trustees	1.02
REFERENCE	*Adopted: October 12, 2010*
1.02.02 Board Chair	*Reviewed: September 14, 2010; November 12, 2024; March 10, 2026*
	Revised: November 12, 2024; March 10, 2026

The Board Chair shall preside at all Board meetings and, whenever possible, represent the Board of Trustees at official College or community functions.

The duties of the Chair shall include, but not be limited to the following:

- Preside at all meetings of the Board or meetings held for Board purposes

- Make all Board of Trustees standing committee appointments with the advice and consent of the Board

- Appoint and dissolve special Board committees

- Serve as an ex-officio member of all Board committees

- Subject to provisions of the *Illinois Public Community College Act*, call regular or special meetings as needed

- Represent the interests of the Board on a day-to-day basis

- Attempt to arrive at a consensus by the members on Board decisions

- Ensure that other Trustees are informed of current and pending Board issues and processes

- When authorized by the Board, sign all official documents and orders as agent of the Board

- Board minutes in their final form shall be signed by the Board Chair and the Secretary of the Board or by his/her duly authorized representative

- Initiate annual evaluations of the President

- Initiate the selection and appointment of the President of the College

- Initiate Board self-evaluations

- Act or designate another person to act as spokesperson for the Board in communication to the public. The Chair or designated spokesperson will notify all individual Trustees as promptly as possible of his/her actions as the Board's representative

- Perform such other duties as prescribed by Board policy, law or by Board action

If there is a vacancy in the office of the Chair and Vice Chair or the Chair and Vice Chair are absent from any meeting or refuse to perform their duties, a Chair pro tempore shall be appointed by the Board from among their number.