

## 3357:13-14-04 Duties of Board Officers

### (A) Chairperson of the Board

- (1) Preside at all meetings of the Board of Trustees
- (2) Perform all duties prescribed by law and as directed by the Board of Trustees
- (3) Call all special meetings
- (4) Be an ex-officio member of all committees
- (5) Shall have the general powers and duties of supervision and management of Board meetings usually vested in the office of Chairperson.

### (B) Vice Chairperson of the Board

- (1) Perform the duties of the Chairperson in his/her absence.
- (2) In the absence of the Chairperson or the Vice Chairperson, the Board shall elect a Chairperson Pro Tempore from the attending, members of the Board of Trustees

### (C) Secretary to the Board (Corresponding Secretary)

- (1) Keep records on all meetings of the Board of Trustees
- (2) Provide for posting of all legal notices
- (3) Sign all regular documents of the Board
- (4) Maintain all records of the Board
- (5) Send each member of the Board prior to meetings a copy of the minutes of the preceding Board meeting
- (6) Notify trustees of the Board of all meetings
- (7) In the absence of the Secretary, any person appointed by the Chairperson shall perform the duties of the Secretary of the meeting and shall keep the minutes thereof.

### (D) Treasurer of the Board/College

- (1) Receive, safeguard, and make payment of funds as directed by the Board of Trustees
- (2) Be responsible for financial records belonging to the Board and to maintain full and accurate account of all receipts and disbursements
- (3) Report to the Board all transactions of funds as directed
- (4) May serve as Secretary under Section 3357.06 of the Ohio Revised Code

- (5) Serve as the fiscal officer of the District
- (6) Certify that funds of the District otherwise unappropriated are sufficient prior to expenditure of monies or entering into contracts
- (7) Maintain all monies, books, papers, and other property of the District
- (8) In the cases of absence or disability of the Treasurer or a vacancy in the office of Treasurer, the Deputy Treasurer shall perform all of the duties of the Treasurer until the Treasurer resumes office or until such vacancy is filled. The Deputy Treasurer shall from time to time perform duties of the Treasurer as may be directed by the Treasurer.

Effective: September 26, 2001

Next Review: May 1, 2027

Review Dates: 9/26/01, 9/22/06, 9/28/11, 9/23/16, 9/22/21, 5/25/22