



OCCC Board of Education Business Meeting
September 17, 2025
Attachment E.b. Board Policy 2210

2210 – Board of Education Officers and Staff

References: ORS 341.283

The terms of officers shall be for one year. The Board of Education does not have an official system of rotation of Chair and Vice-Chair; it elects these officers each year from among all its members.

The duties of the Chair of the Board of Education are:

- Preside over all meetings of the Board of Education;
- Call emergency and special meetings of the Board of Education as required by law;
- Consult with the President on Board of Education meeting agendas;
- Communicate with individual Board of Education members about their responsibilities;
- Participate in the orientation process for new Board of Education members;
- Assure Board of Education compliance with policies on Board of Education member education, self-evaluation, and evaluation of the President;
- Represent the Board of Education at official events or ensure Board of Education representation.

The duties of the Vice-Chair of the Board of Education are:

- To preside over Board meetings in the absence of the chair;
- To fulfill the duties of the Chair as needed.

The President shall continuously serve as Clerk to the Board of Education.

- Shall ensure notification of members of the Board of Education of regular, special, emergency, and adjourned meetings;
- Attend all Board of Education meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Certify as legally required all Board of Education actions;
- Sign, when authorized by law or by Board of Education action, any documents that would otherwise require the signature of the Secretary of the Board of Education.
- Conduct the official correspondence of the Board of Education;

The Executive Assistant to the President shall also continuously serve as the Assistant to the Board. In the event the Executive Assistant to the President is not available, the President will designate another College staff member to fill this role. The duties of the Assistant are:



- Prepare and post Board of Education meeting agendas, minutes and supporting materials;
- Receive communications on behalf of the Board;
- Have prepared minutes of Board of Education meetings for review by President prior to adoption by the Board;

LAST REVIEW AND ADOPTION: 03/15/2023

INITIAL ADOPTION: 01/16/2019