

Board of Education Series—1000

DUTIES OF THE CHEMEKETA COMMUNITY COLLEGE PRESIDENT/CHIEF EXECUTIVE OFFICER AS CLERK OF THE BOARD

The president/chief executive officer will serve as the clerk to the board and perform the following duties and other duties as specified by the board or as required by statute.¹

1. Sign the minutes of all regular, special, or executive meetings of the board, and to sign all other official documents of the board.
2. Serve as custodian of district funds.
3. Have recorded and distributed the minutes of the meetings of the board.
4. Have custodial responsibility for all records, proceedings, and documents of the board.
5. Furnish and file all financial reports as requested by the board and as required by law.

June 26, 1991

Adopted College Board of Education

February 15, 2006; April 15, 2009;

June 25, 2014

Revised College Board of Education

¹ ORS Chapter 341