

# Board Chair Guide

## TABLE OF CONTENTS

### Responsibilities of the Board Chair

- Structuring board business

  - Planning the agenda calendar

  - Role in preparing the agenda

  - Policy development

- Chairing meetings

  - Keeping the discussion at policy level

  - Adhering to the agenda

  - Monitoring meeting time

- Communications with the President/Superintendent

  - Hiring and evaluating the President/Superintendent

  - Interacting with the President/Superintendent

- Communications with Board Members

  - Conduit to the College President (both ways)

  - Staying in the loop

  - Caution about serial meetings

- Leadership role with the Board

  - Board Self Evaluation

  - New trustee orientation and ongoing trustee professional development

  - Representing the Board

### Resources for the Board Chair

- Brown Act

- Robert's Rules

- Accreditation Standards

- California Community College Mission Statement

- California Community College Trustees Board Chair Handbook (CCLC)*

- Handbook on CEL-Board Relations and Responsibilities (George Boggs)*

- Weblinks to CCLC and ACCT