

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1011 The Board Chair

The role of the Board Chair is important to the effectiveness of the Governing Board. As the elected leader of the Board he/she coordinates the Board's activities, is the Board's representative at public functions and works closely with the Superintendent/President of the college. The Board Chair guides the Board in increasing its effectiveness. The best Boards are those that are organized in ways that capitalize on member's strengths.

Selection of the Board Chair

The Board Chair is selected annually at the December organizational meeting. The term is one year.

The Board Chair is elected through a nomination process conducted at the annual meeting. In making the nomination Board members will consider the priorities before the Board, the willingness of each member to serve, and the opportunity for each Board member to serve. Board members could serve more than one term.

Responsibilities of the Board Chair

The Board Chair, as is true with all Board members, has no legal authority as an individual other than those specifically delegated by the Board. The Board Chair, upon his/her selection or election has a responsibility to create a positive climate lead the Board and work closely with all members of the Board as well as the Superintendent/President.

1. Work closely with the Superintendent/President. The Board Chair is a major source of support and counsel for the Superintendent/President. He/she should communicate regularly with the President and clearly state Board expectations on behalf of the Board.
2. Represent the Board and the District. The Board Chair often acts as the spokesperson for the Board. The Board Chair represents the Board's actions and not his/her personal views.
3. Preside over Board meetings. He/she assures that discussion and decision-making are orderly, deliberate, and appropriate. He/she seeks a balance between facilitating open exploration of diverse opinions, running the meeting efficiently and reaching closure on issues. Knowledge of the Brown Act, Robert's Rules of Order, and basic parliamentary procedure is essential.

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1011 The Board Chair (continued)

4. Contribute to Meeting Agendas. After soliciting suggestions from each Board member, the Board Chair works with the Superintendent/President to incorporate Board items on meeting agendas. He/she is responsible to acknowledge each Board member's views, judge whether there is a consensus of the Board and, in balance, be sensitive to the time required by staff to carry out the Board's request.
5. Develop the Board Team. The Board Chair is responsible to build the team as a body that works together in the best interests of the college. He/she is responsible to see that the Board's actions are cohesive, inclusive, and are a consensus of its members. Divergent views are important to hear and understand, but it is the consensus of the Board membership that creates action and positive change.
6. Lead the Board. The Board Chair is responsible to initiate discussions that will establish the calendar of activities and the priorities of the Board to improve its function. He/she, with input from board members, plans Board workshops, retreats, and study sessions such as in-service training, the annual evaluation of the Board's practices, the plan to be knowledgeable of the college's instructional program, the maintenance of its infrastructure, its legal responsibilities, and staff morale. The Board Chair establishes Board Committees with specific tasks to perform and involves each member in participating in the Board's activities. The Board Chair assesses Board practices to assure that the function of the Board as a policy making body is properly conducted.

Adopted: November 27, 2001

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