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**A-6c(2) PROCEDURES General Duties: Job Description - Board Vice Chair**

The following are general duties of the Board Vice Chair:

1. To perform all duties of the Chair of the Board when the Chair cannot be available.
2. To serve as a member of the Board Executive Team. (See College Handbook, Policy A-5)
3. To be familiar with Roberts' Rules of Order.
4. To perform such other functions as the Chair of the Board may request from time to time.

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Adopted Date: 04/17/2007