

The officers of the Board of Trustees of Illinois Public Community College District No. 518 shall consist of a Chairperson, Vice-Chairperson, Treasurer, and Secretary of the Board. The chairperson shall preside at all meetings and shall perform such duties as are imposed upon him/her by law or by action of the Board. The vice-chairperson shall serve in the chairperson's absence. If the chairperson and vice-chairperson are absent from any meeting or are unable or unwilling to perform their duties, a chairperson pro tempore shall be appointed by the Board from among their number.

The secretary shall perform the duties usually pertaining to this office. If the secretary is absent from any meeting or is unable or unwilling to perform the duties, a member of the Board shall be appointed secretary pro tempore.<sup>5</sup>

The Secretary of the Board shall have the following duties and responsibilities:

1. To attend all Board meetings except when excused,
2. To see that proper notification of all regular and special meetings is given to all members of the Board,
3. To see that accurate minutes are recorded of all meetings of the Board and see that a copy of the minutes of each meeting is transmitted to each member of the Board before each ensuing meeting,
4. To see that all records, documents, and other important papers relating to Board action or responsibility are properly maintained and safely stored, and
5. To perform such other duties as may be required by the Illinois Public Community College Act or by the Board of Trustees.

The Treasurer shall have the following responsibilities:

1. Be responsible for keeping or causing to be kept in proper form such records as may be required by the Board,
2. Accept and deposit with such depositories as may be authorized by the Board all monies due the College and make such payments from said funds as are authorized by the Board,
3. Invest or cause to be invested idle funds not currently required in the manner prescribed by an "act relating to certain investments of public funds by public agencies,"<sup>6</sup> and
4. Be further responsible for performing such duties as may be required by the Board or by the Illinois Public Community College Act.

<sup>5</sup>See Chapter 122-110 ILCS 805/3-10 Illinois Public Community College Act

<sup>6</sup>See Chapter 122-110 ILCS 805/3-47 Illinois Public Community College Act