

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
Section	Chapter 1 Board of Directors
Title	BP 1160 Board Officer Selection
Number	BP 1160
Status	Active
Legal	CHPA Board of Directors Bylaws Sections 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, and 5.7
Adopted	April 11, 2017
Last Reviewed	April 11, 2017

At the annual organizational meeting in July, the Board shall elect from among its members a President, Vice-President, Secretary and Treasurer.

The terms shall be for one (1) year. The duties of the President of the Board are as follows:

- Preside over all meetings of the Board
- Call emergency and special meetings of the Board as required by law
- Consult with the Chief Executive Officer (CEO) on Board meeting agendas and administrative issues as deemed appropriate
- Communicate with individual Board members about their responsibilities
- Speak on behalf of the Board regarding its actions and positions
- Participate in the orientation process for new Board members
- Assure Board compliance with policies on Board education, self-evaluation and CEO evaluation
- Represent the Board at official events or ensure Board representation
- Appoint the chairs of the committees of the Board

The duties of the Vice-President of the Board are as follows:

- In the absence of the Board President, the Vice-President shall serve in his or her stead
- Participate in the Board's agenda setting process as necessary
- All other duties incident to the office of Vice President and such other duties as from time to time may be assigned to such office by the President of the Board of Directors

The duties of the Secretary are as follows:

- Keep the minutes of the proceedings of the Board of Directors, and the members (if any)
- See that all notices are duly given in accordance with the provisions of the bylaws or as required by law
- Be a custodian of the corporate records and of the seal of CHPA
- Keep at the CHPA's registered office or principal place of business within Colorado a record containing the names and addresses of all members (if any)
- In general, perform all duties incident to the office of the secretary and such other duties as from time to time may be assigned to such office by the President or by the Board of Directors

The duties of the Treasurer are as follows:

- The care and custody of all its funds, securities, evidences of indebtedness and other personal property and deposit the same in accordance with the instructions of the Board of Directors
- Monitor compliance with all requirements imposed on the CHPA as a tax-exempt organization described in section 501 (c)(3) of the Internal Revenue Code
- Upon request of the Board, make such reports to it as may be required at any time in conjunction with the CHPA's Chief Financial Officer
- All other duties incident to the office of Treasurer and such other duties as from time to time may be assigned to such office by the President of the Board of Directors.
- Serves as the chair for the Finance Committee

The Board does not have an official system of rotation of officers; it elects the officers every year from among all of its members.

See Administrative Procedure 1160 Nomination and Election of Officers of the Board of Directors.

Last Revised March 30, 2017