



Title: DUTIES OF OFFICERS OF MATC DISTRICT BOARD	Code: A0104-6
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The MATC District Board ("MATC District Board" or "District Board") shall hold its Annual Organizational Meeting on the second Monday in July at which time it shall elect from among its members a Chairperson, Vice Chairperson, Secretary, and Treasurer.

A. PRESIDING OFFICER -- Chairperson

1. Open meetings on time, with quorum being present.
2. Announce business in order.
3. Recognize members entitled to floor.
4. State and put to vote questions properly coming before the District Board.
5. Announce the result of each vote.
6. Protect the District Board from dilatory or frivolous motions.
7. Rule improper motions out of order.
8. Enforce rules of debate and decorum.
9. Expedite business, while ensuring rights of members are respected.
10. Decide questions of order, subject to appeal to the Board as a whole. The Chairperson may, submit questions to the District Board for discussion.
11. Respond to inquiries for parliamentary or factual information.
12. Authenticate by the Chairperson's signature, when necessary, all acts, orders, and procedures of the District Board.
13. Adjourn the meeting:
 - a. Upon vote of the District Board;



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A. PRESIDING OFFICER -- Chairperson (continued)

- b. At a time previously prescribed;
 - c. When business is concluded.
- 14. Appoint committees and make assignment to such committees. (Note: Power is not transferable except where a Board member is acting Chairperson.)
- 15. Conduct correspondence which is not a function of another office or committee.
- 16. Review the agenda (order of business) with the President prior to each meeting.
- 17. Ensure that a professional development plan for board members is in place.

B. PRESIDING OFFICER -- Vice Chairperson

- 1. Serves in the absence of the Chairperson.
- 2. Takes chair upon the request of the Chairperson.
- 3. Fills a vacancy in the office of the Chairperson caused by resignation or death.
- 4. Additional duties:
 - a. Administrative as assigned by the Chairperson;
 - b. May be appointed committee chairperson or committee member.

C. PRESIDING OFFICER -- Secretary

- 1. Sign all documents as directed by the District Board.
- 2. The Secretary shall ensure that the following responsibilities are appropriately delegated and completed:
 - a. Notifying the District Board, all members of the appointment committee, and each respective governing body about any board vacancy or term of office expiring during the year. This notice must be issued by the first Monday in March for expiring terms, or within 30 days of a vacancy occurring;



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C. PRESIDING OFFICER – Secretary

- b. Receiving, within five days of appointment, official notification of new District Board members from either the chairperson of the appointment committee or the Wisconsin Technical College System Board;
 - c. Recording of all proceedings of the District Board;
 - d. Retaining District records, including committee reports, in accordance with the Wisconsin General Records Schedule as set forth in Wis. Stat. § 16.61
 - e. Retaining official membership rolls, both current and archived;
 - f. Taking roll call at District Board meetings as required;
 - g. Making minutes and records available to members upon request and at meetings as required;
 - h. Providing committees with required documents.
3. In the absence of the Chairperson and Vice Chairperson, call the meeting to order and preside until the election of a chairperson pro tem

D. PRESIDING OFFICER – Treasurer

1. Serves as official custodian of all College funds and delegates the day-to-day College financial operations to the President or President's designee.
2. Reviews College financial statements with the VP of Finance, or other role which shall from time to time oversee the finance function of the College.
3. In the absence of the Chairperson, Vice Chairperson, or Secretary, call the meeting to order until the election of a chairperson pro tem.
4. Acts as Board representative in the auditing process and on the District Audit Committee.

OFFICE OF RESPONSIBILITY: Office of General Counsel