

3335-115-06 Officers.

- (A) The executive committee shall consist of the chair, vice chair, and a recording secretary of the board. These officers shall be elected annually, by July first, by the Mansfield board. No officer may serve more than two consecutive, one-year terms in the same office.
- (B) The chair shall preside at all meetings of the board, shall appoint members of any committees created by the board, shall serve as an ex-officio member of all standing and special committees, and shall approve the agenda for all board meetings.
- (C) The vice chair shall perform the duties and exercise the powers of the chair during the absence of the chair or in the event of the chair's inability to act.
- (D) The recording secretary shall be responsible for ensuring minutes of board meetings are produced and maintained; for ensuring trustee members are kept informed about board activities and campus issues; for ensuring correspondence of the board is properly conducted; and for forwarding board minutes to the Ohio state board office in a timely fashion. (B/T 6/3/94, B/T 7/11/2003)