ITEM 3.2.3 JOB DESCRIPTION – SECOND VICE CHAIR

The Second Vice Chair of the Board of Trustees is selected by an election among the nine (9) Trustees according to HB 1857 and the District Bylaws, Section 5.

DUTIES:

1. Serve as member of Executive Committee.

2. Assume the duties of the Chair and First Vice Chair in event of their absence

3. Assist Chair as requested.

4. Countersign checks in absence of Chair or Treasurer.

06/16/2015