

1. Keep an accurate record of the proceedings of the Board.
2. Have custody of the Corporate Seal of the Board, affix it to official documents, and attest the same by his signature.
3. Have custody of all official records and documents of the Board.
4. Prepare and maintain an indexed compilation of all bylaws and amendments thereto, a copy of all policies, procedures, and regulations of the Board and all amendments thereto, the whole of which shall be known as the Policies Manual of the Board of Trustees of Wayne Community College.
5. Issue, after conferring with the Chair, notice of all meetings of the Board to members of the Board and to the President of the College.

Section 5. The Assistant Secretary of the Board of Trustees

The Assistant Secretary, in the absence of the Secretary, shall perform the duties of the Secretary as directed by the Chair and/or the Vice Chair.

Section 6. The President of the College

- (a) The President shall be qualified by training, experience, habits, and philosophy to develop and maintain a comprehensive community college of high quality in accordance with State Law and regulation and sound public educational theory and practice.
- (b) The President shall attend and participate, without vote, in all meetings of the Board of Trustees and all committee meetings except where his absence is expressly desired.
- (c) The President shall be responsible for all administrative and managerial aspects of the development and operation of the College.
- (d) The President shall submit recommended policies and public policy decisions to the Board when requested to do so by the Board or when he deems it to be in the best interests of the College.
- (e) The President shall recommend, in the following broad fields, all educational programs and co-curricular programs which he deems to be in the best interests of the citizens of the community and the State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the Statutes or the Standards of the State Board of Community Colleges regarding: