



**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522
BOARD POLICY**

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| TITLE: | Position Description - College Attorney |
| CODE: | 2008 |
| DATE ADOPTED: | March 20, 1991 |
| DATE REVIEWED: | Feb 2020 |
| DATE AMENDED: | <u>April 2020</u> |

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The College Attorney shall serve as the chief legal interpreter of the Illinois Public Community College Act, PL 1710, and as a function of his/her responsibilities shall:

1. Render legal opinions and consultation to the Board of Trustees and President or other designated officials of the College.
2. Prepare legal documents as requested by the Board or officials of the College.
3. Advise and represent the College on all matters of litigation relating to the College.
4. Serve as a legal resource in the development and interpretation of District policy and procedures.
5. Serve as legal resource on all contractual relationships involving the District or personnel of the District.
6. Provide legal advice pertaining to and District compliance with all state and federal statutes.
7. Be primarily responsible for advising the Board of Trustees and President on court cases, legal proceedings or other legal matters which may have potentiality for impacting College personnel or the Board of Trustees.
8. Serve as a primary legal resource and advisor to the Board of Trustees and President and, when necessary, recommend specialized legal services.
9. Serve at the pleasure of the Board of Trustees.