**Duties of Officers**

**Duties of Chairperson**

The duties of the Chairperson shall beas follows:

a. To preside over all meetingsof the Board of Education.

b. To call special meetings as deemed necessary or when upon receiving a written request by three (3) members of the Board of Education.

c. To appoint members of the committees created by the Board of Education.

d. To serve as official spokesman for the Board of Education.

e. To authorize all announcements concerning Board of Education policy or action.

f. To develop the Board of Education Meeting agenda in consultation with the Superintendent and with other Board of Education members.

**Duties of Vice-Chairperson**

To act in place of the Chairperson when necessary and preside at meetings when the Chairperson is absent.

**Duties of Secretary**

The duties of the Secretary will be as follows:

a. To serve as Acting Chairperson in the absence of the presiding officers.

b. To keep careful records of the proceedings of the Board of Education, with assistance from the Clerk of the Board

c. To endorse/sign all legal documents requiring the signature of the Secretary.

**Duties of the Board Clerk**

The Board Clerk shall, under the direction of the Secretary, keep such records and perform such duties as will be required by the Board.

Approved: 12 June 1975

Revised: 14 Sept 1989

Revised: 24 June 2004

Revised: November 15, 2012