

## **Board Officers and Duties of Board Members**

### **President**

The president presides at all meetings of the board and signs all papers and documents as required by law or as authorized by action of the board. The president conducts the meetings in the manner prescribed by the board's policies. The president has the full right to participate in all aspects of board action without relinquishing the president, including the right to vote on all matters put to a vote.

It is the responsibility of the board president to manage the board's deliberation so that it will be clear, concise, and directed to the issue at hand; to summarize discussion and/or action before moving on to the next agenda item; and to generally manage the meeting so that the agenda is treated in an expeditious manner.

The president will be the official recipient of correspondence directed to the board and will provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board.

The president is authorized to consult with the superintendent on issues such as board meeting, study session and board retreat planning prior to presentation to the full board and perform tasks to facilitate board meetings

In dealing with the media and the public in general, the president or his/her designee will serve as the spokesperson of the board. The president is authorized to report and discuss those actions, which have been taken, and those decisions made by the board as a body. The president will avoid speculating upon actions or decisions, which the board may take but has not yet taken.

### **Vice President**

The vice president will preside at board meetings in the absence of the-president and will perform all of the duties of the president in case of his/her absence or disability.

### **Legislative Representative**

A legislative representative serves as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative will be elected from among the board members at the first regular meeting of the year in even numbered years and will serve for a period of two years. The legislative representative will represent the board at WSSDA's Legislative Assemblies, conveying local views and concerns to that body and when appropriate, obtaining their board's support for a legislative proposal to be submitted to the Assembly and supporting it at the Assembly. The legislative representative will monitor proposed school legislation and provide legislative updates periodically at board meetings. Additionally, he/she will build relationships with local policy makers regarding WSSDA's legislative positions and priorities.

### **Duties of Individual Board Members**

The authority of individual board members is limited to participating in actions taken by the board as a whole when legally in session. Board members will not assume responsibilities of administrators or other staff members. The board or staff will not be bound in any way by any action taken or statement made by any individual board member except when such statement or action is pursuant to specific instructions and official action taken by the board.

Each board member will review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend board meetings regularly. Whenever possible, each director will give advance notice to the president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a director's absence from a meeting if requested to

do so. The board may declare a board member's position vacant after four consecutive unexcused absences from regular board meetings.

Cross References:

Board Policy 1225  
School Director Legislative Program

Board Policy 1450  
Absence of a Board Member

Legal References:

RCW 28A.330.030  
Duties of  
president RCW 28A.330.040 Duties of vice-president

RCW 28A.330.080  
Payment of  
Claims — Signing of warrants  
RCW 28A.330.200

Organization of the board —  
Assumption of superintendent's

RCW 28A.343.390  
Directors —  
Quorum — Failure to attend meetings

Management Resources:

*Policy News*, December 2007 Role of the

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