

BOARD OFFICERS AND DUTIES OF BOARD MEMBERS

Chair

The *Chair* shall preside at all meetings of the Board and sign all papers and documents as required by law or as authorized by action of the Board. The *Chair* conducts the meetings in the manner prescribed by the Board's Policies. The *Chair* shall have the full right to participate in all aspects of Board action without relinquishing the chair, including the right to vote on all matters put to a vote.

It is the responsibility of the Board *Chair* 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 *Chair* shall be the official recipient of correspondence directed to the Board and shall provide, or cause to be provided to other Board Members and the Superintendent, copies of the correspondence received on behalf of the Board.

The *chair* 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 *Chair* or his/her designee will serve as the spokesperson of the Board. The *Chair* is authorized to report and discuss those actions which have been taken and those decisions made by the Board as a body. The *Chair* shall avoid speculating upon actions or decisions which the Board may take but has not yet taken.

The *Chair* shall confer with the Superintendent regarding sensitive issues which need immediate attention.

Officers of the Board: Vice Chair

The *Vice Chair* shall preside at board meetings in the absence of the *Chair* and shall perform all of the duties of the *Chair* in case of his/her absence or disability.

Legislative Representative

A Legislative Representative shall serve as the Board's liaison with the Washington State School Directors' Association Legislative Assembly. The Legislative Representative shall assume office July 1st in an even year for a two-year period. The Legislative Representative may attend Washington State School Directors' Association Assemblies, conveying local views and concerns to that body and participating in the formulation of state legislative programs. The Legislative Representative should monitor proposed school legislation and inform the Board of the issues.

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 shall not assume responsibilities of Administrators or other staff members. The Board or staff shall 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 shall 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 shall give advance notice to the Chair 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 two consecutive unexcused absences from regular Board meetings.

Cross References:

Board Policy	1450	Absence of a Board Member
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Legal References:

RCW	28A.330.030	Duties of President
	28A.330.040	Duties of Vice-President
	28A.330.080	Payment of Claims — Signing of Warrants
	28A.330.100	Additional Powers of ohe Board
	28A.330.200	Organization of ohe Board — Assumption of Superintendent's Duties By Board Member, When
	28A.343.390	Directors — Quorum — Failure to Attend Meetings

Management Resources:

<i>Policy News</i> , December 2007	Role of the School Board President
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Revisions Adopted: March 20, 2014
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College Place School District No. 250