

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

### **Chair/President**

The *chair/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 *chair/president* conducts the meetings in the manner prescribed by the board's policies. The *chair/president* has 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/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 *chair/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 *chair/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 *chair/president* or his/her designee will serve as the spokesperson of the board. The *chair/president* is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The *chair/president* will avoid speculating upon actions or decisions which the board may take but has not yet taken.

### **Officers of the Board: Vice Chair/President**

The *vice chair/president* will preside at board meetings in the absence of the *chair/president* and will perform all of the duties of the *chair/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 assume office July 1st in an even year for a two-year period. The legislative representative will 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 will 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 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 *chair/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: 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 duties by board member, when  
RCW 28A.343.390 Quorum — Failure to attend meetings

Management Resources: Policy News, December 2007 Role of the School Board President

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