

Section C

Board Procedures

File Code: C-1:2

Policy: Duties of School Board Officers

Adopted: 9/21/92

Re-Code: 10/6/94

The duties of the Board Officers shall be as follows:

CHAIR:

1. Work with Principal and Superintendent in the preparation of agendas for meetings of the School Board.
2. Preside at all meetings of the board in accordance with Robert's Rules of Order.
3. Call special meetings of the Board in compliance with statutes.
4. Sign official and/or legal documents for the Board.
5. Serve as an ex-officio member of all Board Committees and serve as a regular member of any committee in the interest of equitable sharing of Board responsibilities.
6. Speak for the Board on school related matters.
7. Represent the Board as a member of the Windsor Southwest Supervisory Union Executive Committee.

VICE-CHAIR:

1. Serve in the absence of the Chair and conduct meetings with the full authority and responsibility of the Chair.

CLERK:

1. Act as Chair in the absence of the Chair and Vice-Chair.
2. Maintain files of accurate reports and permanent records of proceedings, communications and documents relating to the business of the Board.
3. Assure the proper transfer of Board materials when members change.