

BOARD OFFICERS AND DUTIES OF BOARD MEMBERS

President

The president 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 president shall conduct the meetings in the manner prescribed by the board's policies, provided that the president 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 shall be the responsibility of the board president to manage the board's deliberation so that it shall be clear, concise, and directed to the issue at hand; 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 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 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 shall avoid speculating upon actions or decisions which the board may take but has not yet taken.

Officers of the Board: Vice President

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

Legislative Representative

The legislative representative serves as the board's liaison with the Washington State School Directors' Association (WSSDA) on legislative issues. The legislative representative will be elected from among the board members at the same meeting the Office of President and Vice President are elected. The legislative representative will represent the board at WSSDA's Legislative Assembly, 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 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 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: 1225 - School Director Legislative Program
 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: 2017 – April Issue
 Policy News, December 2007 Role of the School Board
 President

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