

Descriptor Term:	Descriptor Code:	Issued Date:
DUTIES OF THE BOARD OFFICERS	105.1	03/26/08
	Rescind:	Issued:
	110.1	

Board Policy

Chairperson

The Chairperson of the Board shall:

- Preside at all meetings, appoint all committees subject to approval of the Board, and be responsible for postponing or canceling regular meetings when circumstances warrant such action. The Chairperson may call special meetings, as needed. This Board Policy incorporates and rescinds BP 110.1, Duties of the Chairperson.
- Have the right to offer resolutions, to vote thereon, and to discuss questions in accordance with parliamentary procedures.
- Receive and acknowledge communications, petitions, and requests on behalf of the Board, and direct that they be placed on Board's agenda or referred to the Superintendent or appropriate committee for action or recommendations.
- Prepare agenda items for any meeting in collaboration with the Board Vice Chairperson and the Superintendent.
- Maintain liaison with the Superintendent of Education to see that topics on which the Superintendent and staff need decisions are included on the agenda and acted upon promptly.
- Make or clear press releases and public statements purporting to represent the position of the Board.

Vice Chairperson

The Vice Chairperson of the Board shall:

- Assume the duties and responsibilities of the Chairperson in the absence of the Chairperson.
- Assist the preparation of the agendas for all Board meetings.

Executive Secretary

The Executive Secretary of the Board shall be the Superintendent of Education and shall be responsible for the following:

- Prepare the agenda for the Board meetings in collaboration with the Chairperson and the Vice Chairperson.
- Maintain a calendar of the Board's unfinished business.
- Prepare and distribute materials for the Board's information.
- Attend all Board meetings.
- Record all Board proceedings.
- Prepare and distribute minutes in advance for approval at the next regular meeting.
- Announce all meetings in accordance with the law.

ADOPTED: Board of Education 4/24/73

REVISED: 10/2/79; 03/26/08; **11/25/25**