

4H: Board Officer Roles and Responsibilities

The board officers will ensure the integrity of the governing process, encourage full participation of board members, and verify the board conducts itself consistently with its policies and legal obligations.

Accordingly,

1. The board will elect officers, including the president, vice president, and secretary.
 - a. The executive committee will include the president, vice president, and secretary and will participate in and coordinate the preparation of monthly agendas ~~preparation~~ for all regular board meetings.
 2. At least two members of ~~the~~ executive committee will meet as needed ~~monthly~~ to coordinate reports to the board agenda items and confer about upcoming issues.
 3. Additionally, at least two members of the executive committee will:
 - a. Seek legal counsel approved by the board when necessary.
 - b. Represent the board before the legislature on matters that directly impact the district's achievement of its goals or as requested by the Superintendent.
 - ~~a.c.~~ Report to the Superintendent concerns about board support and services.
 - d. Appoint board members to serve on external board committees unless otherwise specified in existing board policies
- ~~3.4.~~ 3. The president will:
- a. Preside at board meetings
 - b. ~~Coordinate board approved activities~~ and in collaboration with at least the two members of the executive committee
 - c. ~~Provide input to the superintendent regarding Board Office staff~~
 - d. ~~c.~~ Sign, or cause to be signed, all resolutions, contracts, and other instruments and documents authorized by the board
 - e. ~~Seek legal counsel on behalf of the board, when necessary~~
 - f. ~~Ensure agenda preparation for board meetings~~
 - g. ~~d.~~ Approve board business that represents board consensus
 - h. ~~Represent the board before the Legislature on matters that directly impact the district achieving its goals or as requested by the superintendent~~
 - i. ~~e.~~ Attend monthly weekly meetings with the Council of Great City Schools or other national entities that unite boards and superintendents on Student Outcomes Focused Governance
 - j. ~~f.~~ Meet with the superintendent weekly with an open invitation for other members of the executive committee members to attend.
 - k. ~~g.~~ Appoint board members to serve on board committees unless specified otherwise in board policies.
 - ~~t.b.~~ h. Act only ~~The president will only act~~ for or on behalf of the board with prior specific authority from a majority of the board

4-5. ~~4.~~ The vice president will:

- a. Perform the president's duties in their absence and any other duties delegated by the president and approved by the board
- b. Preside during board member discussions or debates when the president is actively engaged
- c. In the absence of the president, sign, or cause to be signed, all resolutions, contracts, and other instruments and documents authorized by the board and when the president's signature is required
- d. In the absence of the secretary, sign, or cause to be signed, all resolutions, contracts, and other instruments and documents authorized by the board and when the secretary's signature is required
- e. ~~Assist in agenda preparation for regular board meetings~~
- f. Perform other duties approved by the board and as delegated by the president
- g. Serve as chair of the Audit Committee

5-6. ~~5.~~ The secretary will:

- a. Preside, in the absence of the president and vice president, at board meetings
- b. Sign, or cause to be signed, all resolutions, contracts, and other instruments and documents authorized by the board and when the secretary's signature is required
- c. Facilitate board recognitions when needed
- d. Conduct the public forum segment of the board meeting
- e. ~~Assist in agenda preparation for regular board meetings~~
- f. Perform other duties approved by the board and as delegated by the president
- g. Act as parliamentarian during board meetings
- h. Manage the process for keeping track of time dedicated to Student Outcomes Focused Governance