

## BOARD OFFICERS

### Background

The Mt. Lebanon Board of School Directors (“Board”) follows the Pennsylvania School Code of 1949, as amended, (“School Code”) in the election of all Board officers. The President and Vice President of the Board are elected annually at the organization meeting, which is held in the first week of December. The Board Secretary and Board Treasurer are elected at the times and for the terms specified in the School Code and furnish a bond as required by the School Code. The same person shall not hold at the same time more than one of the offices of President, Vice President, Board Secretary or Board Treasurer.

### Objective

It is the objective of this policy to indicate the roles and responsibilities of Board officers.

### Policy

#### Role of the Board President

The Board President shall be elected annually and shall be the executive officer of the Board of School Directors. In addition to the duties prescribed by law, he or she shall exercise such powers as properly pertain to the office. In carrying out his or her responsibilities, the President shall:

1. Preside at all Board meetings and be responsible for the orderly conduct of Board meetings;
2. Meet with the Vice President and Superintendent to develop meeting agendas;
3. Facilitate Board deliberations and ensure that all topics before the Board are discussed in an open, effective, efficient, and civil manner;
4. Facilitate relationships between and among Board members and between Board members and the Superintendent;
5. Communicate with Board members when appropriate to ensure that the Board and Board members are kept informed in a timely manner and operate within the parameters of law and established governance policy;
6. Serve as spokesperson for the Board, or assign the Vice President or designee, relative to Board approved positions and/or as requested by the Board and respond to citizens’ inquiries on behalf of the Board;
7. Represent the Board at community activities and functions, as appropriate;
8. Avoid using the position of President to promote personal views or interests;
9. Comply with all laws, rules, and regulations relative to the position;
10. Confer with the Superintendent on crucial matters which may occur between Board meetings;
11. Call special meetings of the Board when necessary;
12. Appoint committees, with input from the Board; and
13. Sign written contracts and official reports where required by law.

Role of the Vice President

The Vice President shall be elected annually and shall act in the absence of the President. In such instances, the roles and responsibilities shall be the same as those of the president as stated in the School Code and in this policy.

Role of the Board Secretary

Pursuant to the School Code, the Board Secretary may not be a member of the Board. The Board Secretary shall:

1. Keep a correct and proper record of all the proceedings of the Board, and prepare such reports and keep such accounts as are required by law;
2. After the Board has acted on and approved any bill or account for the payment of money authorized by this act, prepare and sign a check or order authorizing the Board Treasurer to pay the same. He/she may prepare and sign orders on the Board Treasurer for the payment of amounts owing under any contracts which shall previously have been approved by the Board, and by the prompt payment of which the District will receive a discount or other advantage, without the approval of the Board first having been secured;
3. Where necessary or advisable, attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board;
4. Furnish, whenever requested, any and all reports concerning the school affairs of the District, on such form, and in such manner, as the Department of Education may require;
5. Have general supervision of all the business affairs of the District, subject to the instructions and direction of the Board;
6. Be the custodian of all the records, papers, office property, and official seal of the District, and at the expiration of his/her term turn the same over to his or her successor;
7. Keep correct accounts with each receiver of taxes, school treasurer, or school tax collector of the District, reporting a statement of the same, together with a statement of the finances of the District, at each regular meeting of the Board, which statement shall be entered in full upon the minutes; and
8. Perform such other duties pertaining to the business of the District as are required by law or as the Board may direct.

The Board may appoint, by resolution, an Assistant Board Secretary who shall, in the absence or disability of the Board Secretary, perform the duties and exercise the powers of the Board Secretary.

Role of the Board Treasurer

Pursuant to the School Code, the Board Treasurer may not be a member of the Board. The Treasurer shall:

1. Receive all State appropriations, District school taxes, and other funds belonging to the District, and make payments out of same on proper orders approved by the Board and signed as specified in the School Code;

2. Deposit the funds belonging to the District in the school depository or depositories, as directed by the Board, and shall at the end of each month make a report to the Board of the amount of funds received and disbursed during the month;
3. Invest District funds in a manner consistent with sound business practice, as directed by the Board and consistent with Section 440.1 of the School Code and any other applicable statutes;
4. Settle his/her accounts annually with the Board for each school year; and
5. Perform such other duties pertaining to the business of the District as are required by law or as the Board may direct.

## Communication

This Policy shall be communicated to:

1. District Staff
2. The Mt. Lebanon Community

Adopted November 21, 2005

Revised September 17, 2018