

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 9200
Organization of the Board**

Policy 9220

OFFICIAL DUTIES - CHAIRPERSON

1. The Chairperson shall preside at all of the meetings of the Board.
2. The Chairperson shall serve as the Board's spokesperson.
3. The Chairperson shall appoint members of all committees.
4. The Chairperson shall serve as ex officio member on all committees.
5. The Chairperson shall serve as a link with other Town bodies.
6. The Chairperson shall serve as a liaison to the Superintendent and plan the agenda for meetings with the Superintendent.
7. The Chairperson shall call regular and special meetings.
8. The Chairperson shall sign and approve Town Treasurer's orders in case of the absence or inability of the Secretary to sign such orders.
9. The Chairperson shall make provision for the orientation of new Board members.
10. The Chairperson shall perform such other duties as may be delegated to him/her by the Board.
11. The Board Chairperson shall submit to the Town at its annual meetings a report of the doings of the Board.

ADOPTED: **December 9, 2008**

REVISED: _____