

## **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. 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.

When time and circumstances demand an immediate decision from the board, and the board has no opportunity to confer, the President is authorized to make decisions on behalf of the board provided, however, that the decision shall be communicated as soon as practical thereafter to all members of the board for review and ratification.

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.

The President shall confer with the superintendent regarding sensitive issues, which need immediate attention. When appropriate, he/she will confer with individual board members when other opinions should be sought.

### **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**

A legislative representative shall serve as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative shall assume office July 1<sup>st</sup> in an even year for a two-year period. The legislative shall attend Washington State School Directors' Association Assemblies, conveying local views and concerns to that body and participating in the formulation of state legislative programs. The legislative representative shall monitor proposed school legislation and inform the board of the issues.

