

**BOARD/SCHOOL COMMITTEE OFFICERS  
(DUTIES)**

Chairperson

1. The Chairperson will preside at the meetings of the Committee.
2. Policy BBAA states that the Chairperson is responsible for determining meeting agenda items with input from School Committee Members and the Superintendent. Furthermore, the Chairperson shall annually review established internal communication procedures and protocols.
3. The Chairperson is responsible to inform School Committee Members when they are in non-compliance with Policy BBAA, and provide them with a copy of the policy.
4. The Chairperson may, whenever deemed expedient, call a special meeting of the Committee.
5. The Chairperson, in conjunction with the Vice-Chairperson, will appoint the members of all committees, and designate a Chairperson of each, except when otherwise directed by the School Committee.
6. The Chairperson, will sign all personnel contracts, and all contracts approved by the School Committee.
7. The Chairperson will, together with the Superintendent and high school principal, sign and issue diplomas to be presented to students who complete the required course of studies in the high school.
8. In conjunction with the Superintendent of Schools and Treasurer, the Chairperson shall annually prepare for the adoption of the regional school district's budget in accordance with the timeline parameters set forth in Enabling Legislation 91-330 section XI Preparation and Adoption of Budget through the Budget Subcommittee.

Vice-Chairperson

1. The Vice-Chairperson will preside at School Committee meetings in the absence of the Chairperson and assume the duties of the Chairperson in the absence of the Chairperson.
2. The Vice-Chairperson, in conjunction with the Chairperson, will appoint the members of all committees, and designate a Chairperson of each, except when otherwise directed by the School Committee.

3. The Vice-Chairperson, in conjunction with the Chairperson, will sign all personnel contracts, and all contracts approved by the Committee.

Secretary

1. The Secretary will, at the written request of at least three members of the School Committee, call a special meeting of the Committee.
2. In the absence of both the Chairperson and the Vice-Chairperson from a School Committee meeting, but in the presence of a quorum, the Secretary will assume the duties of the Chairperson.
3. The Secretary of the Bristol/Warren Regional School Committee will fulfill duties prescribed for the Clerk of the School Committee under Chapter 16, General Laws of the State of Rhode Island, during Executive Session.

Treasurer

1. The Treasurer will serve as chair of the Budget Subcommittee.
2. In conjunction with the Superintendent of Schools and Chairperson, the Treasurer shall annually prepare for the adoption of the regional school district's budget in accordance with the timeline parameters set forth in Enabling Legislation 91-330 section XI Preparation and Adoption of Budget through the Budget Subcommittee.
3. In the absence of the Chairperson, the Vice-Chairperson, and the Secretary from a School Committee meeting, but in the presence of a quorum, the Treasurer will assume the duties of the Chairperson.

ADOPTED: January 6, 1992  
REVISED: November 24, 2003  
REVISED: September 23, 2013  
February 27, 2017  
October 28, 2024

LEGAL REFS.: 16-2-6, 16-2-7  
42-46-6, 42-46-7

CROSS REFS.: BCA, School Committee Organizational Meeting  
BDE/BDE-R, Subcommittees of the School  
Committee BDDA, Notification of School  
Committee Meetings BDDG, Minutes