ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 206 – School Board Officer Roles

The officers of the Board are Chair, Clerk and Treasurer. Officers are elected following nominations at the first meeting in January. Board members, including members-elect, interested in an officer position are encouraged to inform the Board by December 31st. Their duties are assigned by this policy and others required by law.

Chair

The Chair provides leadership to the Board in partnership with all members. The Chair exercises interpretative responsibilities with integrity, reflecting the spirit and intent of the Board in its deliberations, and normally serves as the Board's official spokesperson.

The Chair has the following specific authority and duties:

1. Monitor Board actions to ensure that they are consistent with the Board's own rules and policies and other obligations imposed upon it from outside the organization.

    a. Conduct and monitor Board meeting deliberations to ensure that Board discussion and attention are focused on Board issues, as defined in Board policy (see Policy 204);

    b. Conduct Board meetings using the authority normally invested in the Chair as described in Robert's Rules of Order;

    c. Lead timely Board meeting debriefings and periodic self-assessments to ensure process improvement.

    d. On behalf of the Board, works with the superintendent to develop the board work plan and annual calendar.

2. Make interpretive decisions that fall within the Chair's role and topics covered by Board policies on Governance Culture and Board/Superintendent (CEO) Relationships.

3. Compile and facilitate the Board's summative evaluation of the Superintendent.

4. As its official spokesperson, represent the Board to outside parties concerning issues decided by the Board and other matters related to official Board responsibilities. Responds on behalf of the Board to communication received by the full Board, soliciting input from Board members when Board position is not evident.

5. The Chair may delegate authority, when appropriate, to other Board members but the Chair remains accountable for members' use of delegated authority.

6. Execute all documents authorized by the Board, except as otherwise provided by law.

7. Appoint members of all Board committees with input from Board members.

8. On behalf of the Board, and in concert with the Superintendent, develop proposed Board meeting agenda consistent with the Board's annual calendar.

Clerk

The Clerk has the following specific authority and duties:

1. Serves in the absence of the Chair.

2. Assists the Chair as requested in the execution of Chair responsibilities.

3. Acts as Board parliamentarian.

4. Assures accuracy of Board meeting minutes.

5. Signs documents as required.

6. Assures that Board policies are accurately recorded, maintained, posted and current.

Treasurer

The Treasurer has the following specific authority and duties:

1. Checks District expenses against the budget and reviews the audit report.

2. Serves as Clerk of the Board in the absence of the Clerk.

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