



Capital School District

Board of Education Policy

Section: Board Governance
Title: Duties of Officer
Policy #: 100-05
Date Approved: 06/20/12
Date Revised: 03/27/12

Purpose:

To establish the duties of the officers of the Board of Education.

DUTIES OF OFFICERS**President**

The President, except in cases when unable to attend, shall preside at all meetings of the Board of Education and shall vote on motions placed before the Board for action. The President shall sign such documents on behalf of the Board as may be required. The President shall represent the Board in deliberation with other boards, school systems or agencies unless another member of the Board is so designated. The Board President will appoint all Board committees, call special meetings and perform other duties as prescribed by law.

Vice-President

The Vice-President shall have the powers and duties of the President in his/her absence or during his/her disability, and such other powers and duties as the Board may from time to time determine.

Executive Secretary

The duties of the executive secretary of the Capital School District Board of Education which position is held by the Superintendent of Schools shall be those which will meet the responsibility of the office. Specifically, some of these duties would be as follows:

- a) Determining the overall schedule of Board business with the Board President and with input from Board members submitted in writing to the President.
- b) Directing matters to the attention of the Board.
- c) Goal setting and goal review.
- d) Communications, including liaison with external agencies and organizations.
- e) To take, or have taken, all minutes of all Board of Education meetings at regular and special sessions.
- f) To prepare all minutes for proper dissemination, according to this manual, to Board of Education members and other sources listed herein.
- g) To take care of any correspondence necessitated by the actions, business or desires of the Board of Education.

- h) To answer all inquiries or requests for the Board of Education which do not require formal Board of Education action or are not required to be passed directly to the Board of Education at a regularly assigned session.
- i) To prepare news releases, information and other such material at the discretion of the Board of Education.
- j) To attest to and prepare all legal papers which are necessary for the operation of the Capital School District Board of Education and the district itself with advice of counsel.
- k) To post, or have posted, all legal notices, advertisements, announcements, or other items which would fall under this category.
- l) To carry out any and all other directions mandated by the operation of the Capital School District Board of Education.