

BOARD OFFICERS AND DUTIES OF BOARD MEMBERS

Officers of the Board

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 conducts the meetings in the manner prescribed by the board's policies. The president has 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 is 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.

The president is authorized to consult with the superintendent on issues such as board meeting, study session and board retreat planning prior to presentation to the full board and perform tasks to facilitate board meetings.

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 board meeting, study session and board retreat planning.

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

The legislative representative serves as the board's liaison with the Washington State School Directors' Association (WSSDA) on legislative issues. The legislative representative will be elected from among the board members at the first regular meeting of the year in election years and will serve for a period of two years. The legislative representative will represent the board at WSSDA's Legislative Assembly, conveying local views and concerns to that body, and when appropriate obtaining their board's support for a legislative proposal to be submitted to the Assembly and supporting it at the Assembly. The legislative representative shall monitor proposed school legislation, and provide legislative updates periodically at board meetings. Additionally, he/she will build relationships with local policy makers regarding WSSDA's legislative positions and priorities.

Duties of Individual Board Members

The authority of individual board members is limited to participating in actions taken by the board as a whole when legally in session. Board members shall not assume responsibilities of administrators or other staff members. The board or staff shall not be bound in any way by any action taken or statement made by any individual board member except when such statement or action is pursuant to specific instructions and official action taken by the board.

Each board member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussions and decision-making for each agenda item.

Each member is obligated to attend board meetings regularly. Whenever possible, each director shall give advance notice to the president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a director's absence from a meeting if requested to do so. The board may declare a board member's position vacant after four consecutive unexcused absences from regular board meetings.

Cross References:	Policy 1225	School Director Legislative Program
	Policy 1450	Absence of a Board Member
	RCW 28A.330.030	Duties of president-
	RCW 28A.330.040	Duties of vice president-
	RCW 28A.330.080	Payment of e Claims -- Signing of warrants-
	RCW 28A.330.100	Additional powers of the board-
	RCW 28A.330.200	Organization of the board -- Assumption of superintendent's duties by board member, when-
	RCW 28A.343.390	Directors -- Quorum -- Failure to attend meetings-

Management Resources:

<i>Policy News,</i> December 2007	Role of the School Board President
<i>Policy News,</i> April 2017	

Revised: June 22, 2017
Revised: February 13, 2014
Revised: September 25, 2008
Revised: October 11, 2007
Revised: January 26, 2006
Revised: January 13, 2005

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North Kitsap School District