

BOARD MEMBER ROLES

The Board shall annually elect a Chair and Vice Chair. At the Board's discretion, one additional officer (e.g. Co-Chair, Secretary, Treasurer) may also be elected to carry out specific duties.

The Board Chair has the following authority and duties any of which may be explicitly delegated to other members of the Board to capitalize on the interests and strengths of individual Board members:

1. Monitor Board behavior to ensure it is consistent with its own rules and policies and those legitimately imposed upon from outside the organization;
 - a. Conduct and monitor Board meeting deliberations to ensure only Board issues, as defined in Board policy, are discussed;
 - b. Ensure Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly and to the point;
 - c. Preside over Board meetings in accordance with the law and modified *Robert's Rules of Order*;
2. Make all interpretive decisions that fall within the topics covered by Board policies on *Governance Process* and *Board/Superintendent Relationship*, except where the Board specifically delegates such authority to others, using any reasonable interpretation of the provisions in those policies;
 - a. Refrain from making any interpretive decisions about policies created by the Board in the *Ends* and *Executive Limitations* policy areas;
 - b. Refrain from exercising any authority as an individual to supervise or direct the Superintendent.
3. Develop, in coordination with the Vice Chair and Superintendent, and consistent with the interests of the Board, agendas for Board meetings. Any agenda item requested by at least three members of the Board will be placed on the agenda.
4. Within the framework of policy governance, approach the Superintendent with concerns or requests that are supported by a majority of the Board.
5. With input from the Board, appoint committee members to standing and ad hoc committees and initiate ad hoc committees to accomplish specific tasks.
6. Participate in the orientation of new Board members.
7. Ensure that Executive Limitations policy monitoring results are documented in a timely way.
8. Coordinate the evaluation process for the Superintendent.
9. Lead the Board in an annual self-assessment.
10. Provide oversight of the Board's resources and budget.
11. In dealing with the media and the public in general, the chair or his/her designee will serve as the spokesperson of the Board.
12. The Chair will respond to public emails on behalf of the Board and will facilitate follow-up with those who provide public input at board meetings.
13. Attend events to strengthen the school board's relationship with community partners. The Chair may delegate this to any other willing member.

Vice Chair's Role

The Vice Chair shall preside at Board meetings in the absence of the Chair and shall perform all of the duties of the Chair in case of his/her absence or disability. In the absence of the Chair and the Vice Chair, the Board's most senior member present shall preside.

The Vice Chair shall carry out other duties as delegated by the Chair or by a vote of the Board.

Individual Board Member Roles

1. The authority of individual Board members is limited to participating in actions taken by the Board as a whole when legally in session.
2. Board or staff shall not be bound in any way by an 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.
3. Each Board member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.
4. Each member is obligated to attend Board meetings regularly. Whenever possible, each director shall give advance notice to the Chair of his/her inability to attend a Board meeting.

Board Committees

1. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in policy in order not to conflict with authority delegated to the Superintendent.
2. Board committees shall be organized by agreement of the majority of the Board with members appointed by the Chair.

Replaces: BD GOV B.4, B.6 and B.7

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Updated: 11/14/2017

Monitoring Method:

Monitoring Frequency: