

Board Officer Roles and Responsibilities

Code: **BCB**

Amity School District 4J

Adopted: 06/8/88 Revised/Readopted: 03/14/94, 12/12/01

Board Officers

At its first scheduled meeting after July 1, the Board will elect one of its members to serve as chairman and one to serve as vice chairman. No member of the Board may serve as chairman more than four years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.

The Board chairman will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the chairman;
5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chairman to another Board member;
6. Appoint all committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

In the absence, incapacitation or death of the chairman, the vice chairman will perform the duties of chairman and, when so acting, will have the chairman's powers. The vice chairman will perform other functions as designated by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chairman. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies.

Board or District Spokesman

The Board may appoint one of its members, usually the chairman, or another person to make authorized statements to the public or the media when the Board deems that, under the

circumstances, the district's position should be articulated by a single voice. The spokesman serves at the Board's direction and may be removed or replaced at any time by action of the entire Board.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#) [ORS 332.040](#) [ORS 332.045](#) [ORS 332.057](#)