

Officers of the Board

GP-2-E6

The Board shall elect three members to serve as its officers.

1. **Chair**

- a. The Chair 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 Chair shall conduct the meetings in the manner prescribed by the Board's policies, provided that the Chair shall have 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.
- b. It shall be the responsibility of the Board Chair 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 in accordance with the adopted rules of order and agenda procedures.
- c. The Chair 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.
- d. When time and circumstances demand an immediate decision from the Board and the Board has no opportunity to confer, the Chair is authorized to make decisions on behalf of the Board provided, however, that the decision shall be communicated as soon as practical thereafter to all members of the Board for review and ratification.
- e. In dealing with the media and the public in general, the Chair or his/her designee will serve as the spokesperson of the Board. The Chair is authorized to report and discuss those actions which have been taken and those decisions made by the Board as a body. The Chair shall avoid speculating upon actions or decisions which the Board may take but has not yet taken.
- f. The Chair shall meet with the superintendent to prepare Board meeting annual agenda and manage other official business of the Board as needed in advance of the Board meetings.
- g. The Chair shall confer with the superintendent regarding sensitive issues which need immediate attention. When appropriate, he/she will confer with individual Board members when other opinions should be sought.

2. **Vice Chair**

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.

3. **Legislative Representative**

A legislative representative shall serve as the Board's liaison with the Washington State School Directors' Association Legislative assembly. The legislative representative should attend Washington State School Directors' Association Assemblies, conveying local views and concerns to that body and participating in the formulation of state legislative programs. The legislative representative shall monitor proposed school legislation and inform the Board of the issues.

Officers of the Board

GP-2-E6 Cont.

Legal Reference:

- a. RCW 28A.330.030 Duties of the Chair
- b. RCW 28A.330.080 Payment of Claims--Signing of Warrants
- c. RCW 28A.330.020 Organization of the Board
- d. RCW 28A.330.040 Duties of Vice Chair

Adopted: October 24th, 2006

Monitoring Method: Board Self Assessment

Monitoring Frequency: Annually in July