

Board Officers and Duties of Board Members

Chair/President

The chair/president presides at all meetings of the board and signs all papers and documents as required by law or as authorized by action of the board. The chair/president conducts the meetings in the manner prescribed by the board's policies. The chair/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 chair/president to manage the board's deliberation so that it will be clear, concise, and directed to the issue at hand; to 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 chair/president will be the official recipient of correspondence directed to the board and will provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board.

The chair/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 chair/president or his/her designee will serve as the spokesperson of the board. The chair/president is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The chair/president shall avoid speculating upon actions or decisions which the board may take but has not yet taken.

Officers of the Board: Vice Chair/President

The vice chair/president will preside at board meetings in the absence of the chair/president and will perform all of the duties of the chair/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. At the first regular meeting at which newly-elected board members are seated in election years and at the first regular meeting in December in non-election years, a WSSDA legislative representative will be elected to serve a two-year term.

The legislative representative 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 will 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 will not assume responsibilities of administrators or other staff members. The board or staff will 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.

