

## **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 will 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. The legislative representative will be elected from among the board members at the first regular meeting of the year in even numbered years and will serve for a period of two years. The legislative representative, board chair/president, or other board designee will represent the board at WSSDA's General Assembly, conveying local views and concerns to that body. When appropriate, the legislative representative obtains 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.

Each board member will 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.

Each member is obligated to attend board meetings regularly. Whenever possible, each board member will give advance notice to the board chair/president, superintendent (board secretary), and executive assistant of his/her inability to attend a board meeting.

Cross References: 1225 - School Director Legislative Program  
1450 - Absence of a Board Member

Legal References: RCW 28A.330.030 Duties of president  
RCW 28A.330.040 Duties of vice-president  
RCW 28A.330.080 Payment of claims —  
Signing of warrants  
RCW 28A.330.200 Organization of the board  
— Assumption of superintendent's duties by  
board member, when  
RCW 28A.343.390 Quorum — Failure to  
attend meetings

Management Resources: 2017 - April Issue  
Policy News, December 2007 Role of the  
School Board President  
2022 - October Issue

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