

BOARD OFFICERS AND DUTIES OF BOARD MEMBERS

Chair/President

The *chair/president* will preside at all meetings of the board and signs all papers and documents as required by law and 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*, along with one other board member, will confer with the superintendent regarding 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

A 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 and assume office in December in an even year for a two-year period. The legislative representative will 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. 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 director will give advance notice to the *chair/president* or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a director's absence from a meeting if requested to do so. The board may declare a board member's position vacant after four consecutive unexcused absences from regular board meetings.

Board Culture

The Board is committed to comply with the requirements and expectations of approved policy. They recognize that failure to deal with deliberate and continuing violations of policies risk the loss of trust and confidence in the Board's ability to govern.

Therefore, in the instance a Board member willfully violates policy, the Board shall use the following process in their attempt to remedy the situation:

- A. Private conversation between the board member and the Board *chair/president*;
- B. Conversation in a public meeting between the board member and the full Board;
- C. Consideration of removing the Board member from any leadership or committee positions; and
- D. Written censure as a means of identifying the Board's concerns as well as identifying specifying differences between the Board, and the individual member.

Cross Reference:

Board Policy 1450	Absence of a Board Member
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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:

Policy & Legal News, April 2017

Policy News, December 2007

Role of the School Board President