

Adopted: 05.01.17

Revised: _____

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a vice chair, a secretary, and a treasurer.
- B. The school board shall appoint a Director who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually at the regularly scheduled meeting in June and organize by electing officers. These officers shall hold office for one year.

IV. OFFICER'S RESPONSIBILITIES

Officers' Job Descriptions

Board of Directors Chair

The board chair is the senior volunteer leader who presides at all meetings of the members, the Board of Directors, the Governance Committee, and other committees and meetings as required. The board chair shall have general charge of and control over the affairs of the school, subject to the direction and control of the Board of Directors, and shall perform other duties as prescribed by the Board of Directors or the school bylaws. The board chair oversees implementation of all policies and ensures that appropriate administrative systems are established and maintained..

The board chair is elected by the Board of Directors, reports to the board, and serves a one-year term. The Board Chair may be re-elected as Chair

Responsibilities:

- Works with the Director, board officers, and committee chairs to develop the agendas for board meetings, and presides at these meetings
- Appoints members to key leadership positions, including positions as chair and/or members of board committees and task forces and as liaisons
- Serves as an official representative and spokesperson of the Board

- Chairs the Governance Committee, and may serve on all other board committees/task forces as an ex-officio member
- Provides a report at each board meeting regarding all board-related activities the chair has performed since the previous board meeting
- Ensures the execution of the Director's annual evaluation in accordance with the board-approved plan
- Performs any other duties that are necessary for the successful execution of the mission of school
- Serves as immediate past chair upon completion of term as chair

Board of Directors Vice Chair

The board's vice chair shall perform and discharge the duties of the chair in the case of the absence, death, or disability of the chair; and shall perform such other duties as prescribed by the chair, the Board of Directors, or the school bylaws.

The board's vice chair is elected by the Board of Directors, reports to the board, and serves a one-year term. The Vice Chair may be re-elected to the position.

Responsibilities:

- Fills the office of board chair should that office become vacant
- Assists the board chair in the execution of his/her duties
- Serves on the Governance Committee and other committees as appropriate
- Performs any other duties as assigned by the board chair

Board of Directors Treasurer

The treasurer is responsible for consulting with the Director and financial management personnel regarding any and all matters relating to the funds and finances of the school.

The treasurer is elected and serves a one-year term on the Board of Directors. The Treasurer may be re-elected to the position.

Responsibilities:

- Works with the Board of Directors to ensure that all financial decisions made by the board are not in conflict with any policies or contracts held by the school. Reviews the financial standing of the school at least monthly with the Director and financial management personnel.
- Serves as the Chair of the Finance Committee
- Manages, with the Finance Committee, the oversight of school's financial activities
- Oversees the financial aspects of board decisions
- Assists the Director and the financial management personnel in preparing the annual budget
- Serves as the board contact person during the annual independent audit if required
- Presents financial information to the board during its regular meetings
- Performs other duties as assigned by the board chair

In the event that the Chair, and Vice Chair are both absent the Treasurer may call a meeting to order.

Board of Directors Secretary

The secretary is responsible for making and preserving a record of all proceedings of the meetings of the Board of Directors. The secretary shall perform such other duties as prescribed by the chair, the Board of Directors, or the bylaws of the school.

The secretary is elected by the Board of Directors, reports to the board, and serves a one-year term. The secretary may be re-elected to the position.

Responsibilities:

- Conducts roll call at all meetings of the board as part of the meeting records; attendance is noted in the minutes of the meeting of those present and those absent.
- Creates, reviews, and validates the minutes of all proceedings of the Board of Directors
- Serves on one of the board committees
- Performs any other duties as assigned by the board chair
- In the event of the absence of the Chair, Vice-chair, and Treasurer the Secretary may call a meeting to order.

Board of Directors Immediate Past Chair

The immediate past chair, in consultation with the current officers, is responsible for providing a sense of continuity to the work of the board.

The immediate past chair is elected and serves a one-year term on the Board of Directors.

Responsibilities:

- Serves on the Governance Committee
- Performs other duties as assigned by the board chair

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)