

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

Board Officers

The Board shall elect a President, a Vice President, a Secretary, and an Assistant Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.

Vacancy

A vacancy among officers of the Board shall be filled by majority action of the Board.

Term and Duties

Board officers shall serve for a term of two years or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

President

In addition to the duties required by law, the President of the Board shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

*Role of President
of the Board*

The President of the Board is elected as the representative and spokesperson of the Board, and as such shall provide positive and consistent leadership for the District on behalf of the Board.

The President speaks for and on behalf of the Board and as such must be sure he or she represents the viewpoints of the majority, not of only a few members or his or her own personal opinions.

The President is deserving of the respect afforded anyone placed in a similar position of leadership and authority.

The Board fully supports the President's right to exercise the powers granted him or her by legislative law, Board policy, or Board direction. Evaluation and review of the President's performance of duties and responsibilities rests solely with the Board. The Board reserves the right to reorganize itself at such times as it may desire.

Direction from the President should be interpreted as synonymous with direction from the Board. The Board reserves the right to review any action taken by the President on behalf of the Board.

The Board recognizes the changes occurring in education and in the role of school boards in general. As boards become more proactive, there is a need for a different organizational and management style on the part of boards; and there is general agreement that the role of the Board leadership needs to change as well to be consistent with and compatible with the new role of the Board. With more involvement of local boards in the educational process, the

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need for representative leadership by members will also become more important. New roles for both the Board and its elected representatives must be clearly defined. Written guidelines should be adopted where possible to eliminate questions of procedure and policy.

Vice President

The Vice President of the Board shall:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position.

Secretary

The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

Assistant Secretary

The Assistant Secretary of the Board shall perform the duties of the Secretary of the Board in the absence or incapacity of the Secretary.

The Assistant Secretary shall become Secretary only upon being elected to the position.