

Policy Type: Governance Culture

Officers' Roles

The officers of the Board, elected by the Board at its organizational meeting, are those listed in this policy. Their duties are those assigned by this policy, and others required by law.

President

The President provides leadership to the Board, ensures the faithful execution of the Board's processes, exercises interpretive responsibilities with integrity, reflecting the spirit and intent of the Board's policies, and normally serves as the Board's official spokesperson.

The President has the following specific authority and duties:

1. Monitor Board actions to assure that they are consistent with the Board's own rules and policies, bylaws and state and Federal laws, and with other obligations imposed by agencies whose authority supersedes the Board's own authority;
 - a. Conduct and monitor Board meeting deliberations to assure that Board discussion and attention are focused on Board issues, as defined in Board policy (see GC-3);
 - b. Assure that Board meeting discussions are fair, productive, efficient and orderly;
 - c. Chair Board meetings using the authority normally vested in the chair as described in *Robert's Rules of Order, Newly Revised*;
 - d. Ensure timely Board meeting debriefings and periodic self-assessments to ensure continuous process improvement.
2. Make all interpretive decisions of Board policies in the ***Governance Culture*** and ***Board/Superintendent Relationship*** sections, using reasonable judgment. The President is not authorized to:
 - a. make any interpretive decisions about policies created by the Board in the ***Results*** and ***Operational Expectations*** policy areas. Interpretation of these policies is the responsibility of the Superintendent;
 - b. exercise any authority as an individual to supervise or direct the Superintendent.
 - c. serve as a barrier between the Superintendent and the Board.
3. Assure the compilation of the Board's summative evaluation of the Superintendent.
4. Represent the Board as its official spokesperson about issues decided by the Board and other matters related to official Board business.
5. Execute all documents authorized by the Board, except as otherwise provided by law.

6. Appoint members of all Board committees and Board liaisons to other organizations.
7. On behalf of the Board, and in concert with the Superintendent, develop proposed Board meeting agendas consistent with the Board's annual calendar.

Vice-President

The Vice-President shall serve as President in the event of the President's absence or inability to perform assigned duties.

Treasurer

The treasurer is the official custodian of all monies received by the school district and is accountable for such funds. Unless otherwise noted by Board action, the treasurer delegates the day-to-day maintenance of the custody of the funds to the superintendent, but may not delegate the responsibility.

Clerk

The clerk is designated as the official custodian of all official records of the school district. Unless otherwise noted by Board action, the clerk delegates the day-to-day maintenance of the custody of the records to the superintendent, but may not delegate the responsibility.

The clerk has the following specific authority and duties:

1. Sign all official documents and contracts on behalf of the school district as required by law and the board. In the absence of the clerk, the officers will assume this duty in the following order pending availability: President, Vice President, and Treasurer.
2. Maintain a record and the official minutes of all meetings of the school board. The clerk may delegate the function to professional staff but may not delegate the responsibility.
3. Call the school board meeting to order, in the absence of both the president and vice president, and preside while the board elects a president *pro tempore*.

Governance Officer

The governance officer is to insure the Board stays focused on appropriate governance operations during School Board meetings.

The governance officer has the following specific authority and duties:

1. Identify activities and professional development opportunities that will help improve and monitor the Board's effectiveness.
2. Provide periodic assurance that the Board is in compliance with its Governance Culture policies, including policy review.

Ambassador

The ambassador is to attend and represent the School Board at school events or community functions affiliated with the District. Every effort will be made to attend each District site throughout the academic calendar year.

The role of the ambassador is to provide a ceremonial link with sites and organizations with which the Board has relationship, not to engage in activities that commit or compromise the work of the Board or the Superintendent.

The presence of the ambassador role does not preclude other Board members from attending events. The ambassador will announce upcoming school events and encourage others to attend as available.

Adopted: October 26, 2015

Monitoring Method: ***Board self-assessment***
Monitoring Frequency: ***Annually***

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