

Board Officers and Duties of Board Members

The powers, duties and responsibilities of school Board Members are defined by state legislation. The Board has the legal responsibility for the management and control of the school district and is the only agency in the community which does. The Board has, also, moral and ethical responsibility to carry out its functions impartially in the interest of all its citizens and children.

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 shall not assume responsibilities of administrators or other staff members. The Board or staff shall 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.

Chair

The Chair shall preside at all meetings of the Board and sign all papers and documents as required by law or as authorized by action of the Board. The Chair shall conduct the meetings in the manner prescribed by the Board's policies, provided that the Chair shall have 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 shall be the responsibility of the Board Chair to manage the Board's deliberation so that it shall be clear, concise, and directed to the issue at hand; 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 shall be the official recipient of correspondence directed to the Board and shall provide, or cause to be provided to other Board Members and the Superintendent, copies of the correspondence received on behalf of the Board.

When time and circumstance demand an immediate decision from the Board, and the Board has no opportunity to confer, the chair is authorized to make decisions on behalf of the Board provided, however, that the decision shall be communicated as soon as practical thereafter to all members of the board for review and ratification.

In dealing with the media and the public in general, the Chair or his/her designee will serve as the spokesperson of the Board. The Chair is authorized to report and discuss those actions which have been taken and those decisions made by the Board as a body. The Chair shall avoid speculating upon actions or decisions which the board may take but has not yet taken.

The Chair shall confer with the Superintendent regarding sensitive issues which need immediate attention. When appropriate, he/she will confer with individual Board Members when other opinions should be sought.

Officers of the Board: Vice Chair

The Vice chair shall preside at board meetings in the absence of the Chair and shall perform all of the duties of the President in case of his/her absence or disability.

Legislative Representative

The Legislative Representative shall serve 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 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. 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 shall not assume responsibilities of administrators or other staff members. The Board or staff shall 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 shall 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 shall give advance notice to the 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.

Cross References:

- 1225, School Director Legislative Program
- 1450, Absence of a Board Member

Legal References:

- RCW 28A.343.390, Directors - Quorum - Failure to attend meetings may result in vacation of office
- RCW 28A.330.030, Duties of president
- RCW 28A.330.080, Payment of Claims - Signing of warrants
- RCW 28A.330.200, Organization of the board
- RCW 28A.330.040, Duties of vice-president

Management Resources:

- 2017-April Issue Policy News

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School District: Reardan-Edwall School District No 009

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