

# **BOARD POLICY TYPE: GOVERNANCE PROCESS**

## **POLICY TITLE: OFFICERS' ROLES**

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### Duties of the President:

The President is elected by the Board of Education. As the elected leader of the board, the President shall maintain the integrity of the Board's process and represent the Board to outside parties. The President is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

- A. The President shall ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the School District.
  - 1. The President shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
  - 2. Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the District Administrator.
  - 3. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
  - 4. The President will attempt to arrive at a consensus by the Board members on Board decisions. The President will stimulate discussion among the Board members.
- B. The President is authorized to use any reasonable interpretation of the provisions in Governance Process and Board-Staff Relationship policies in carrying out the role of President.
- C. The President has no authority to make decisions regarding implementation of the Ends and Executive Limitations policies. Such implementation is reserved for the District Administrator.
- D. The President is responsible for the Board/District Administrator relationship and shall communicate and interact with the District Administrator. However, since the District Administrator is responsible to the entire Board, the President has no authority to unilaterally supervise or direct the District Administrator.

- E. The President shall ensure the other Board members are informed of current and pending Board issues and processes.
- F. The President at the annual organizational meeting, shall appoint one Board member representative to serve on each of the following bodies:
  - 1. WASB Correspondent
  - 2. CESA Convention Representative
- G. The President shall appoint members of committees established by the Board.
- H. The President shall ensure compliance with all required duties imposed by law including but not limited to:
  - 1. The President, or the President's designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the Board of Education. The President may delegate the function of providing notice, but may not delegate the responsibility.
  - 2. The President shall sign all official documents and contracts on behalf of the District as required by law and the Board of Education.
- I. All duties of the President of the Board of Education are outlined in Section 120.15 of the Wisconsin Statutes.

Duties of the Vice-President:

The Vice-President shall perform all duties of the President in his/her absence or inability to act.

Duties of the Treasurer:

All duties of the Treasurer of the Board of Education are outlined in Section 120.16 of the Wisconsin Statutes.

Duties of the Clerk:

All duties of the Clerk of the Board of Education are outlined in Section 120.17 of the Wisconsin Statutes.

Board Policy I.G.