

Board Officers and Duties of Board Members

Chair/President

The *chair/president* presides at all meetings of the board and signs all papers and documents as required by law or as authorized by action of the board. The *chair/president* conducts the meetings in the manner prescribed by the board's policies. The *chair/president* has 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 is the responsibility of the board *chair/president* to manage the board's deliberation so that it will be clear, concise, and directed to the issue at hand; to 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/president* will be the official recipient of correspondence directed to the board and will provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board.

The *chair/president* is authorized to consult with the superintendent on issues such as board meeting, study session, and board retreat planning prior to presentation to the full board and to perform tasks to facilitate board meetings.

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

The President shall confer with the Superintendent regarding planning agendas for Board meetings, study sessions and Board retreats.

The chair/president shall develop a communication plan to receive input from faculty, staff, students, and families.

Officers of the Board: Vice Chair/President

The *vice chair/president* will preside at board meetings in the absence of the *chair/president* and will perform all of the duties of the *chair/president* in case of his/her absence or disability. In addition, the Vice President will review vouchers with the Business Manager prior to each Board meeting. The Vice President will work with other Board members to set a date, time, location and other details for two Board retreats each year (a goal setting retreat in the spring and a self-assessment retreat in the fall, for example) and confer with the Board President and the Superintendent in setting retreat agendas.

Legislative Representative

The legislative representative serves as the board's liaison with the Washington State School Directors' Association (WSSDA) on legislative issues. The board's WSSDA legislative representative serves as the contact person and acts as the coordinator of the board's legislative activities. The legislative representative also serves as the board's liaison at the WSSDA Legislative Assembly. The legislative representative will assume these representative duties at the first regular meeting in even-numbered years and will serve for a period of two years. The legislative representative will:

- A. Support the board's engagement and participation in WSSDA's annual legislative program as it aligns with the interests of the Olympia School District. This includes:
 1. Reviewing WSSDA legislative proposals with the board prior to WSSDA's annual Legislative Assembly. (*It may be appropriate to schedule a special meeting for that purpose in order to*

allow sufficient time for discussion of the issues);

2. When appropriate, obtaining the board's support for a legislative proposal to be submitted to the WSSDA Legislative Assembly and supporting that proposal at the Assembly; and
 3. Representing the board at state legislative meetings (e.g., the Legislative Assembly, the Olympia Legislative Conference and any area or regional workshops).
- B. Stay apprised of and initiate communications regarding state and federal educational policy and legislative issues/developments by:
1. Providing legislative updates periodically at board meetings and during the Legislative Session sharing information from WSSDA's legislative updates; and
 2. Contacting legislators at appropriate times when legislative issues require it.
- C. Establish and/or maintain contacts with local legislators, community education stakeholder groups, and the local press in order to explain or clarify WSSDA positions on legislative issues.

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 will not assume responsibilities of administrators or other staff members. The board or staff will 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 will 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 will give advance notice to the *chair/president* or superintendent of their 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.330.030 Duties of president
 RCW 28A.330.040 Duties of vice-president
 RCW 28A.330.080 Payment of claims — Signing of warrants
 RCW 28A.330.200 Organization of the board — Assumption of
 superintendent's duties by board member, when
 RCW 28A.343.390 Quorum — Failure to attend meetings

Management Resources: 2017 – April Issue

Policy News, December 2007 Role of the School Board
President
2022 - October Issue

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