

## BOARD OFFICERS

### Chairman

The chairman will preside at all meetings of the Board and will perform other duties as directed by law, state regulations and by this Board. In carrying out these responsibilities the chairman will:

1. Countersign all orders drawn by the business manager for claims approved by the Board.
2. Appoint or provide for the election of all committees, of which he/she will be an ex-officio member.
3. Confer with the superintendent/chief executive officer (CEO) as may be necessary and desirable on school or related matters.
4. Call special meetings of the Board.
5. Be entitled to vote on and discuss all matters before the Board.
6. Perform such other duties as may be prescribed by the Board.

### Vice-Chairman

The vice-chairman of the Board will assume the duties and responsibilities of the chairman in his/her absence. He/she will also perform such other duties as may be assigned by the Board.

Adoption date: February 9, 1998

Reviewed: February 12, 2018