

## **BOARD OF EDUCATION – OFFICERS**

At the regular January meeting, the School Board shall elect School Board members as a chairperson, vice chairperson, and a clerk for the ensuing year.

In addition to the duties prescribed by law or other policies of the Board, the chairperson will:

1. Preside at all meetings of the Board, ensuring that all such meetings are conducted in an orderly manner and in accordance with board policy.
2. Sign all legal documents as required by law.
3. Appoint all Board committees.
4. Serve as the official spokesperson for the Board, or appoint another member or the Superintendent to speak for the Board in communications with the media.
5. When the Board is not in session, to act on any emergency matter which may arise and report such action at the next meeting of the Board.
6. Be available for counsel to the Superintendent of Schools.