

## ***Policy Type: Governance Culture***

### **Officers' Roles**

The officers of the Board are those listed in this policy. Their duties are those assigned by this policy, and others required by law.

#### **President**

The President provides leadership to the Board, ensures the faithful execution of the Board's processes, exercises interpretive responsibilities with integrity, reflecting the spirit and intent of the Board's policies, and normally serves as the Board's official spokesperson.

The President has the following specific authority and duties:

1. Monitor Board actions to assure that they are consistent with the Board's own rules and policies and with other obligations imposed by agencies whose authority supersedes the Board's own authority;
  - a. Conduct and monitor Board meeting deliberations to assure that Board discussion and action are focused on Board issues, as defined in Board policy (see GC-3);
  - b. Assure that Board meeting discussions are productive, efficient and orderly;
  - c. Chair Board meetings using the authority normally vested in the chair as described in *Robert's Rules of Order, Newly Revised*;
  - d. Lead timely Board meeting debriefings and periodic self-assessments to ensure continuous process improvement.
2. Make all interpretive decisions of Board policies in the ***Governance Culture*** and ***Board/Superintendent Relationship*** sections, using reasonable judgment. The President is not authorized to:
  - a. make any interpretive decisions about policies created by the Board in the ***Results*** and ***Operational Expectations*** policy areas. Interpretation of these policies is the responsibility of the Superintendent;
  - b. exercise any authority as an individual to supervise or direct the Superintendent.
  - c. serve as a barrier between the Superintendent and the Board.

3. Assure the compilation of the Board's summative evaluation of the Superintendent.
4. Represent the Board as its official spokesperson about issues decided by the Board and other matters related to official Board business.
5. Execute all documents authorized by the Board, except as otherwise provided by law.
6. Appoint members of all Board committees and Board liaisons to other organizations.
7. On behalf of the Board, and in concert with the Superintendent, develop proposed Board meeting agendas consistent with the Board's annual calendar.

### **Vice-President**

The Vice-President shall serve as President in the event of the President's absence or inability to perform assigned duties.

### **Clerk**

The Clerk shall serve as President in the event of the absence or inability of both the President and Vice-President, and also shall perform other duties as assigned by law. Such duties may be assigned at the Board's discretion.

### **Treasurer**

The Treasurer shall serve as President in the event of the absence or inability of the President, Vice-President and Clerk, and also shall perform other duties as assigned by law. Such duties may be assigned at the Board's discretion.

Adopted: 12/16/2019

**Monitoring Method:** *Board self-assessment*  
**Monitoring Frequency:** *Annually*

School District of Altoona Board of Education