

Board Officers and Duties of Board Members

Chair

The *chair* shall preside at all meetings of the board and sign all papers and documents as required by law or as authorized by action of the board. The *chair* shall conduct the meetings in the manner prescribed by the board's policies, provided that the *chair* shall have 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 shall be the responsibility of the board chair to manage the board's deliberation so that it shall be clear, concise and directed to the issue at hand; summarize discussion and/or action before moving on to the next agenda item; and to generally manage meetings so the agenda is treated in an expeditious manner.

The *chair* shall be the official recipient of correspondence directed to the board and shall provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board.

When time and circumstance demand an immediate decision from the board and the board has no opportunity to confer, the *chair* is authorized to make decisions on behalf of the board provided, however, that the decision shall be communicated as soon as practical thereafter to all members of the board for review and ratification.

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

The chair shall confer with the superintendent regarding sensitive issues which need immediate attention. When appropriate, he/she will confer with individual board members when other opinions should be sought.

Vice Chair

The *vice chair* shall preside at board meetings in the absence of the *chair* and shall perform all of the duties of the *chair* in case of his/her absence or disability. The *vice chair* shall also be responsible for initiating the direction of the board's ongoing policy review process.

Legislative Representative and Alternate

The *legislative representative* shall serve as the board's liaison with the Washington State School Directors' Association (WSSDA) Legislative Assembly. The *legislative representative* and an *alternate legislative representative* shall be elected in even numbered years at the regular August meeting. The term of office of two (2) years shall coincide with the legislative biennium.

The *legislative representative* shall attend WSSDA assemblies conveying local views and concerns to that body and participating in the formulation of state legislative programs. The *legislative representative* shall monitor proposed school legislation and inform the board of the issues.

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* Legislative Conference: WSSDA schedules a Legislative Conference during each legislative session. The school board's *legislative representative* attends on behalf of the board and shares information from that conference with the school board at their regular March meeting. Other board members are encouraged to attend the Legislative Conference and participate as their schedules allow.

* Legislative Proposals: Legislative proposal requests are developed by the school board during April, May and June of each year. All proposals must be finalized and approved by the board to be submitted to WSSDA in accordance with the schedule promulgated by the WSSDA Legislative Committee.

* WSSDA Legislative Committee: Legislative proposals, submitted by school boards throughout the state, are reviewed at the WSSDA Legislative Committee meetings held in July of each year. The *legislative representative* shall be the contact person for all legislative proposals submitted by their school board and shall have the authority to respond to requests from the WSSDA Legislative Committee, including the authority to withdraw, alter or amend any of their district's proposals.

* Legislative Assembly: The WSSDA Legislative Assembly meets in September of each year to consider proposals submitted by various districts. The *legislative representative*, the *alternate legislative representative*, or in the case of their inability to attend, another board member designated by the *chair*, shall represent the board at the Legislative Assembly. Time shall be allotted on a board meeting agenda prior to the Legislative Assembly for the board to review the various proposals and provide appropriate direction to the board member who will represent the board at the Legislative Assembly.

Assembly Delegate: The Legislative Representative will also serve as the Assembly Delegate at the WSSDA Annual Conference in November

It shall be the responsibility of the *legislative representative* to furnish any required direct testimony before legislative hearings on behalf of the Orcas Island School District Board of Directors.

The *alternate legislative representative* shall assist in carrying out these duties and shall represent the board when the *legislative representative* is unable to attend. In the event that neither the *legislative representative* nor the *alternate legislative representative* are able to represent the board in a particular activity, the *chair* shall designate another board member to do so.

Board members who communicate news on legislative issues should endeavor to make it clear whether they speak only for themselves or for their entire board.

All members of the board are encouraged to establish and maintain good relationships with local

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legislators and to keep abreast of legislative issues affecting public education in general and the district in particular.

Strategic Planning CORE Team Representative

A *Strategic Planning CORE Team representative* shall be selected from the board by a majority vote of the board at the meeting designated for selection of the *chair* and *vice-chair*. The term of the *CORE Team representative* will run concurrent with terms of the *chair* and *vice-chair*. The duties of the *CORE Team representative* will be that of liaison between the board and the Strategic Planning CORE Team and reports shall be given to the board when appropriate.

Legal References:

RCW	28A.315.520	Directors--Quorum--Failure to attend meetings...
	28A.320	Provisions applicable to all districts
	28A.330.100	Additional powers of the board
	28A.330.030	Duties of chair/president
	28A.330.080	Payment of claims--signing of warrants
	28A.330.200	Organization of the board
	28A.330.040	Duties of vice chair