

**WINSLOW PUBLIC SCHOOLS
25 MESSALONSKEE AVE.
WATERVILLE, ME 04901**

SCHOOL BOARD OFFICERS

Duties of the Chair

The Chair shall preside at all meetings of the School Board and shall perform other duties as directed by law, Maine Department of Education rules, and by this School Board. In carrying out these responsibilities, the Chair shall:

- A. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the School Board;
- B. Consult with the Superintendent in the planning of the School Board meeting agendas;
- C. Confer with the Superintendent on crucial matters which may occur between School Board meetings;
- D. Appoint subcommittees or special committees subject to School Board approval and serve as an ex-officio member of all such committees;
- E. Call special meetings of the School Board as necessary;
- F. Be the public spokesperson for the School Board at all times except as this responsibility is specifically delegated to others; and
- G. Preside at and be responsible for the orderly conduct of all School Board meetings.

As presiding officer at all meetings of the School Board, the Chair shall:

- A. Call the meeting to order at the appointed time;
- B. Announce the business to come before the School Board in its proper order;
- C. Enforce the School Board's policies relating to the order of business and the conduct of meetings;
- D. Explain, as appropriate, what the effect of a motion would be;
- E. Restrict discussion when a motion is before the School Board;
- F. Put motions to a vote and announce the vote result.

The Chair shall have the right, as other School Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice-Chair

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

Duties of the Secretary

The Superintendent shall serve as Secretary of the School Board, with the right to speak on all questions and offer recommendations. The Secretary shall be responsible for ensuring that records are kept of all business transacted by the School Board at both regular and appropriately called special meetings, and shall perform such other functions as are ordinarily functions of this office.

ADOPTED: Prior to 1984; **REVISED:** 1/7/91; **REVISED:** 5/21/03; **REVISED:** 1/27/14

SOURCE: Board Policy