

1. The President of the Board ensures the integrity of the Board's processes and normally serves as the Board's official spokesperson. Accordingly, the President has the following authority and duties:
  - a. Make all interpretive decisions that fall within the topics covered by Board policies on *Governance Process* and *Board/Staff Relationship*, except where the Board specifically delegates portions of this authority to others, using any reasonable interpretation of the provisions in those policies.
    - i. Refrain from making any interpretive decisions about policies created by the Board in the *Ends* and *Executive Limitations* policy areas.
    - ii. Refrain from exercising any authority as an individual to supervise or direct the Administrator.
  - b. Represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations within the areas delegated to the President, delegating this authority to other Board members when appropriate, but remaining accountable for its use.
  - c. Sign all contracts.
  - d. Sign all official Board reports.
  - e. Delegate to other board members authority to chair meetings when appropriate but remain accountable for their conduct.
    - i. Monitor Board meeting deliberations to ensure that only Board issues, as defined in Board policy, are discussed.
    - ii. Ensure that Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly and to the point.
    - iii. Ensure that Board meetings are chaired with all the commonly-accepted power of the president's position as described in *Robert's Rules of Order* and in accordance with law.

**Policy Number: GP-5**  
**Policy Type: Governance Process**  
**Policy Title: Officer's Roles**

2. The Secretary of the Board ensures the integrity of the Board's records and history. Accordingly, the Secretary has the following authority and duties:
  - a. Maintain notes at all regular and special meetings and executive sessions, or delegate the taking of such notes to another person, who need not be a Board member.
  - b. Process the notes into formal Minutes in a timely fashion, normally for approval at the next regular meeting.
  - c. Upon approval of the Minutes by Board vote, affirm their accuracy and deliver a signed copy to the Board records and to the District office. Said delivery may be in person, by mail, or by electronic means.
  - d. Maintain the master copy of Board Policies.
  - e. Maintain or delegate the maintenance of Board prescribed and legally mandated information in the appropriate section(s) of the school's website
  - f. Update or add Policies as required by the Board.
  - g. Act as cosigner to the President for any documents requiring either a second signature in general, or the signature of the Secretary in specific.
  - h. Assume the duties of the President in the event the President is unable to do so.

**Monitoring Method: Board Self-Assessment    Adopted/Revised: December 13, 2017**