



## BOARD POLICY

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**TITLE: BOARD OF EDUCATION OFFICERS**

**BOARD POLICY # 2210** *(was 100.04, .11, .12, .13)*

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**A. The duties of the Chair of the Board of Education are:**

1. Preside over all meetings of the Board of Education.
2. Call emergency and special meetings of the Board of Education as required by law.
3. Consult with the President on Board of Education meeting agendas.
4. Communicate with individual Board of Education members about their responsibilities.
5. Participate in the orientation process for new Board of Education members.
6. Assure Board of Education compliance with policies on Board of Education member education, self-evaluation, and evaluation of the President.
7. Represent the Board of Education at official events or ensure Board of Education representation.

**B. The duties of the Vice Chair of the Board of Education are:**

1. To fulfill the duties of the Chair as needed.
2. Coordinate and implement the President's evaluation.
3. Work with the Board Chair in collaboration with the President to develop an annual Board calendar.

**C. The President shall serve as Secretary to the Board of Education. The duties of the Secretary are:**

1. Notify members of the Board of Education of regular, special, emergency, and adjourned meetings;
2. Prepare and post Board of Education meeting agendas;
3. Have prepared for adoption minutes of Board of Education meetings;
4. Attend all Board of Education meetings and closed sessions, unless excused, and in such cases to assign a designee;

5. Conduct the official correspondence of the Board of Education;
6. Certify as legally required all Board of Education actions;
7. Sign, when authorized by law or by Board of Education action, any documents that would otherwise require the signature of the Secretary of the Board of Education.

The Board of Education does not have an official system of rotation of officers; it elects the officers each year at its annual organizational meeting from among all its members.

**References:**

ORS 341.283

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this policy.

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**NEXT REVIEW DATE: 2028-2029**

**DATE OF ADOPTION: 3/11/2020**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW: 3/9/2022**