
1220 Board Officers and Duties of Board Members

President

The position of Board President is established as required by state law and is charged under Board Policy with the following responsibilities:

- **Board Calendar:** Propose Regular meeting dates in collaboration with the Superintendent for approval by the Board. Board Special meetings may be called by the President or majority of Board directors per Board Policy No. 1400, Board Meetings.
- **Agenda and Work Plan Development:** Serve as the Board's designee to develop Regular meeting agendas with the Superintendent and confer with the Superintendent regarding additional Board meeting, work session, and retreat planning. Directors may submit requests for agenda items, including policies, to the President. If a Director is requesting an item for a specific Regular Board Meeting date, the Director must submit their request two weeks prior to the date materials are due to the Board Office for posting. The President will consult with the Superintendent on issues prior to presentation to the full Board and perform tasks to facilitate Board meetings as necessary.
- **Conduct Board Meetings:** Preside at and conduct all meetings of the Board as prescribed by the Board's policies. The President participates in all aspects of Board action without relinquishing the chair, including the right to vote on matters put to a vote. The President will manage Board deliberation so that it is clear, concise, and directed to the issue at hand; summarize discussion and/or action before moving on to the next agenda item; and run meetings so that the agenda is treated in an expeditious manner. Committee chairs appointed by the President under Board Policy No. 1240, Committees, preside over meetings of their appointed committee.
- **Committee and Liaison Appointments:** Appoint one Director to serve as the Legislative Representative per this policy and appoint Directors and Student Members to serve on Board Committees and other assignments per Board Policy No. 1240, Committees.
- **Board Signatory:** Sign papers and documents as required by law or authorized by Board action.
- **Communicate Board Decisions:** Serve as the Board spokesperson to the media and public. The President is authorized to report and discuss those actions which have been taken and those decisions made by the Board as a body. The President will avoid speculating upon actions or decisions not yet taken or made by the Board.

- **Board Reporting:** Review Board-established reporting requirements and make recommendations to the Board, as necessary, on reporting changes requiring Board action.
- **Board Leadership:** Provide leadership for, or identify a Director designee to provide leadership for, major Board activities. These include the following Board responsibilities, which will be undertaken in consultation with the Board and include final actions by a vote of the Board if required by law or Board Policy:
 - Develop Superintendent evaluation materials for the Board and manage the Superintendent evaluation process per Board Policy No. 1630 and Board Procedure 1630BP, Evaluation of the Superintendent;
 - Provide leadership for the Board's goal-setting and self-evaluation process under Board Policy No. 1810, Board Governance Goal-Setting and Self-Evaluation;
 - Guide Board professional development activities per Board Policy Nos. 1822, Training and Professional Development for Board Members/Participation in School Directors Association, and 1112, Board Member Orientation;
 - Lead Superintendent recruitment and hiring process planning per Board Policy No. 1005, Responsibilities and Authority of the Board;
 - Lead Director appointment process planning in the event of a Director vacancy per Board Policy No. 1114, Board Member Resignation and Vacancies; and
 - Lead redistricting process planning per Board Policy No. 1105, Director Districts.

Vice President

The position of Vice President is also established as required by state law. The Vice President presides at Board meetings in the absence of the president and performs all duties of the President in case of their absence or disability.

Member-at-Large

The Member-at-Large presides at Board meetings in the absence of the President and Vice President and performs all duties of the President in case of absence or disability of both the President and Vice President.

Legislative Representative

The Board President shall appoint a Legislative Representative to serve as the Board's liaison with the Washington State School Directors' Association General Assembly. The Legislative Representative assumes office in January in an even year for a two-year period. The Legislative Representative shall attend Washington State School Directors' Association General Assembly, conveying local views and concerns to that body and participating in the formulation of state legislative programs. The Legislative Representative monitors proposed school legislation and informs the Board of the issues.

Duties of Individual Board Directors

The authority of individual Board Directors is limited to participating in actions taken by the Board as a whole when legally in session. Board Directors shall not assume responsibilities of administrators or other staff members. The Board or staff are not bound by actions taken or statements made by any individual Board Director except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Board Directors shall perform those duties prescribed for individual Directors by Board Policies and state law. These include, but are not limited to, the following responsibilities. Each Board Director shall:

- Review the agenda and materials distributed prior to meetings and be prepared to participate in the discussion and decision-making for each agenda item.
- Attend scheduled meetings except as provided in Board Policy No. 1450, Absence of a Board Member.
- Take the Oath of Office as required by Board Policy No. 1111, Oath of Office.
- Fulfill all residency requirements as stated in Board Policy No. 1113, Board Member Residency, and as provided in state law.
- Regularly review and adhere to the expectations for Board Directors identified in Board Policy No. 1620 and Board Procedure 1620BP, Board-Superintendent Relationship
- Maintain professional working relationships with the School Board Student Members and fulfill the responsibilities outlined for Directors in Board Policy No. 1250, School Board Student Members.
- Adhere to the conflict of interest and ethics standards identified by Board Policy Nos. 1610, Conflicts of Interest, and 5251, Ethics.
- Reflect the positions of the District on legislative matters unless it is made clear that such representation is not the official position of the District as provided by Board Policy No. 1225, Legislative Program and Advocacy.
- Complete trainings as required by Board Policy No. 1822, Training and Professional Development for Board Members/Participation in School Directors' Association, and state law.

Secretary

The Superintendent is the Board Secretary and performs all duties prescribed by Board Policy and state law including, but not limited to, those responsibilities described in RCW 28A.330.050 and RCW 28A.400.030.

The Superintendent may appoint a designee as Secretary in their absence.

Superintendent Procedure:**Policy Cross References:**

- 1005 – Responsibilities and Authority of the Board
- 1105 – Director Districts
- 1111 – Oath of Office
- 1112 – Board Member Orientation
- 1113 – Board Member Residency
- 1114 – Board Member Resignation and Vacancies
- 1210 – Election of Officers
- 1225 – Legislative Program and Advocacy
- 1240 – Committees
- 1250 – School Board Student Members
- 1400 – Board Meetings
- 1450 – Absence of a Board Member
- 1610 – Conflicts of Interest
- 1620 – Board-Superintendent Relationship
- 1620BP – Board-Superintendent Relationship
- 1630 – Evaluation of the Superintendent
- 1630BP – Evaluation of the Superintendent
- 1640 – Responsibilities and Authority of the Superintendent
- 1810 – Board Governance Goal-Setting and Self-Evaluation;
- 1822 – Training and Professional Development for Board Members/Participation in School Directors' Association
- 3201 – Discipline Appeal Council
- 5251 – Ethics
- 6215 – Warrant Certification, Approval and Cancellation
- 6225 – Use of Electronic Signature
- 6550 – Internal Audit Policy
- 6550BP – Internal Audit Procedure

Previous Policies:

- B20.00 – Officers of the Board: President
- B21.00 – Officers of the Board: Vice President
- B22.00 – Legislative Representative
- B23.00 – Duties of Individual Board Members

Legal References:

- Chapter 28A.320 RCW Provisions applicable to all districts.
- RCW 28A.330.030 Duties of president.
- RCW 28A.330.040 Duties of vice-president.
- RCW 28A.330.080 Payment of Claims — Signing of warrants.
- RCW 28A.330.200 Organization of the board — Assumption of superintendent's duties by board member, when.
- RCW 28A.330.100 Additional powers of the board.
- RCW 28A.343.390 Directors — Quorum — Failure to attend meetings.
- RCW 42.30.070 Times and places for meetings—Emergencies—Exception.

Management Resources:

- *WSSDA Policy & Legal News*, October 2022
- *WSSDA Policy & Legal News*, December 2007

Last Board Review:

- May 13, 2026

Revisions:

- May 13, 2026
- July 2, 2025
- March 31, 2025 (Administrative Update per Policy No. 1310)
- June 7, 2023
- January 23, 2023 (Administrative Update per Policy No. 1310)
- October 26, 2022 (Partial Suspension)

Adopted by the Board:

- June 1, 2011