Title: **GP 4.6 -- Board Officers' Roles**
Code: 4.06
Section: 4. GPs -- Governance Process

The officers of the Board of Education shall be a president, a vice-president, and a treasurer. The president, vice-president, and treasurer shall be members of the Board. The president and vice-president shall be elected by a majority of the Board at the first meeting of a newly seated Board following a general election for which Board directors were elected and shall each hold office for a term of two years and until a successor has been elected and qualified. The treasurer shall be a member of the Board, and shall be elected by a majority of the Board at the first meeting of a newly seated Board following a general election for which Board directors were elected, and shall hold the office at the pleasure of the Board. A secretary shall be appointed by the Board at the first meeting of a newly seated Board following a general election for which Board directors were elected, and shall hold office at the pleasure of the Board.

Whenever a vacancy occurs in the office of president, vice-president or treasurer, the remaining members of the Board shall elect a successor to fill the vacancy for the unexpired term.

President and Vice-President

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 shall perform the following duties:

1. Monitor Board of Education behavior to ensure that it is consistent with its own rules and policies and those legitimately imposed upon it from outside of the organization. The president will:
    A. Preside at all meetings of the Board and monitor Board meeting deliberations to ensure that only Board issues, as defined in Board policy, are discussed in accordance with the law.
    B. Ensure that Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly, and to the point.
    C. Ensure that Board members and administration have a clear understanding of the disposition of agenda items or issues at the conclusion of their discussion.

D. Conduct timely Board meeting debriefings and periodic self-assessments to ensure process improvement.

2. Make all interpretive decisions that fall within the Board policies on Governance Process and Board/Superintendent Relationship, except where the Board specifically delegates portions of this authority to others. The president will:
    A. Keep all Board directors informed about Board issues and interpretive decisions made on behalf of the Board no later than seven (7) business days after the decision is made.
    B. Upon request of any Board director, provide to the Board an overview of an interpretive decision through a method consistent with law and Board policy, and without requiring public discussion of confidential matters except as required by law.
    C. Refrain from making any interpretive decisions about policies created by the Board in the Ends and Executive Limitations policy areas. Therefore, the President is not authorized to supervise or direct the Superintendent.
3. Compile and facilitate the Board's evaluations of the Superintendent.
4. 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.
5. Sign all contracts authorized by the Board.
6. Develop a proposed Board of Education annual agenda calendar based on input from the Superintendent and Board secretary, monthly monitoring reports, Board linkage schedule, Board development activities, and special events. Develop and present Board meeting agendas with the support of the Superintendent. The time, location, and minutes of agenda preparation sessions will be made available to Board members. Board members must let the president know in advance if they plan to attend an agenda preparation session.
7. Represent the collective Board in all official communications that require a Board statement. As such, responses should be limited to official Board actions. When a formal Board response to communications is appropriate, the Board president will prepare a response and copy it to each Board member. The Board president has the discretion to not respond to communications that are unsigned or are deemed inappropriate in nature. The president, upon informing the Board members, may designate another member or members of the Board to provide Board communication in designated areas or on specific issues.
8. Develop and present the Board's Governance Policies monitoring reports, with input from other Board directors, unless assigned to the president's designee.
9. Sign all official Board reports.

In the absence or inability of the president, the vice-president shall have and perform all of the powers and duties of the president.

Treasurer

The treasurer shall perform the following duties:

1. Serve on the District Audit Committee.
2. Advise the Board on matters of fiscal policy.
3. Administer and report to the Board an accounting of Board governance expenditures, in accordance with the “Cost of Governance” (GP-13) Board policy.

LEGAL REFS:

C.R.S. § 22-32-104 (3); 22-32-105 *(president and vice president)*

C.R.S. §22-32-104 (4); 22-32-106 *(secretary)*

C.R.S. §11-10.5-111 *(public funds);* § 22-32-104 (4); § 22-32-107 *(treasurer)*

C.R.S. §24-6-402 *(open meetings law)*

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