Record of Board Self-Evaluation
Governance Process and Board Management Delegation Policies
July 1, 2019 – June 30, 2020

Policy Type:	**Governance Process**
Policy Title:	**4.4 Officer Roles**

Officers of the School Board are empowered with specific responsibilities delegated to them by the School Board or by state statute. Officers are elected following nominations during the first meeting in January. The following outlines their responsibilities.

4.4.1 The Chair is empowered by the School Board to assure the integrity of the School Board's governing process as well as the adherence to rules legitimately imposed on it from outside the district. The Chair presides over each meeting and is expected to:

4.4.1.1 Conduct a meeting that follows the governance protocol, processes and procedures agreed upon by the School Board.

4.4.1.2 Maintain a School Board meeting atmosphere that is respectful, engaging and productive.

4.4.1.3 Assure all required School Board actions brought forward, including Superintendent consent agenda items, are handled expeditiously.

Additional responsibilities include, but may not be limited to:

4.4.1.4 Developing meeting agendas in concert with the Vice Chair and Superintendent that are consistent with the School Board's annual work plan and School Board-approved agenda procedures.

4.4.1.5 Responding on behalf of the School Board to all external email communications from owners.

4.4.1.6 Representing the School Board to external organizations as required.

4.4.1.7 Representing the School Board's stated position on topics in newspaper, media and other email communications when requested.

4.4.1.8 Delegating authority if necessary, but maintaining accountability for its use.

4.4.1.9 Appointing School Board members to School Board committees, requested Admin committees, and external organization positions requiring School Board involvement.

Adopted: 10/23/12
Revised: 11/26/13; 03/25/14; 04/08/14; 03/24/15; 10/28/19

4.4.2 The Vice-Chair will serve in the absence of the Chair, assist the Chair as requested in the execution of Chair responsibilities, co-develop meeting agendas consistent with the School Board's Annual Work Plan with the Chair and Superintendent, and act as the School Board parliamentarian.

4.4.3 The Treasurer reviews School Board expenses on a monthly basis and reports School Board expenses vs. the budget set in Governance Process policy 4.9 at mid-year and year-end. In addition, the Treasurer reviews the Superintendent's expenses at mid-year and year-end and conducts and reports on the Superintendent contract review annually.

4.4.4 The Clerk approves the final draft of School Board meeting minutes prior to School Board approval. The Clerk will read all formal resolutions to be voted on by the School Board. The Clerk will also assure the School Board's policies are accurately recorded, maintained and posted.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.4 Officer Roles	Sept. 28, 2020	Yes			Yes
4.4.1	Sept. 28, 2020	Yes			Yes
4.4.1.1	Sept. 28, 2020	Yes			Yes
4.4.1.2	Sept. 28, 2020	Yes			Yes
4.4.1.3	Sept. 28, 2020	Yes			Yes
4.4.1.4	Sept. 28, 2020	Yes			Yes
4.4.1.5	Sept. 28, 2020	Yes			Yes
4.4.1.6	Sept. 28, 2020	Yes			Yes
4.4.1.7	Sept. 28, 2020	Yes			Yes
4.4.1.8	Sept. 28, 2020	Yes			Yes
4.4.1.9	Sept. 28, 2020	Yes			Yes
4.4.2	Sept. 28, 2020	Yes			Yes
4.4.3	Sept. 28, 2020	Yes			Yes
4.4.4	Sept. 28, 2020	Yes			Yes

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