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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: BBAB |
| Draft to Policy Committee: March 8, 2017 School Board First Read: April 5, 2017 School Board Second Read/Adoption: April 19, 2017 | Page 1 of 1 Category: Optional |

ROLES AND DUTIES OF THE SCHOOL BOARD CHAIRPERSON

Duties of the Chairperson

The Oyster River Cooperative School Board Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, New Hampshire Department of Education rules, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent and Vice-Chair in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Put motions to a vote and announce the vote result.

The Chairperson shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice-Chairperson

The Vice-Chair will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such powers and duties as the Board may from time to time determine.

Cross Reference: BDB – Board Officers