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## School Board

### Qualifications, Term, and Duties of Board Officers

The School Board officers are President, Vice President, Secretary, and Treasurer. These officers are elected at the Board's organizational meeting.

#### President

The Board elects a President from its members for a two-year term. The duties of the President are:

1. Preside at all meetings;
2. Develop Board meeting agenda in accordance with Board Policy 2:20
3. Make all Board committee appointments and remove any member of a Board Committee, in accordance with Board Policy 2:150 Committees.
4. Attend and observe any Board committee meeting at his or her discretion.
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act.
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
10. Administer the oath of office to new Board members; and
11. Serve as the Board's official spokesperson.
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official. If the Board President is the subject of the complaint, these duties will fall to the Board Vice President; and
13. Ensure that all fingerprint-based criminal history records information checks screenings, and sexual