



Board Member Roles

Chair and Vice Chair

	Chair	Vice Chair
Prepare for Board Meetings	• Read entire board packet • Call/email for clarification from superintendent • Review agenda day of meeting • Attend pre-planning meetings • Sign contracts, certificates and documents	• Read entire board packet • Call/email for clarification from superintendent • Review agenda day of meeting • Attend pre-planning meetings • Be available in the absence of the Board Chair
Facilitate Board Meetings	• Facilitate discussion within time frame • Maintain civility during disagreements • Utilize Roberts Rules of Order • Manage patrons • Run executive sessions within legal boundaries	• Maintain civility during disagreements • Utilize Roberts Rules of Order
Relationship with Superintendent	• Act as a resource and provide guidance on issues • Partner in goal setting, action plans and evaluation • Be available for frequent communication • Help plan and produce work sessions and board retreats • Be knowledgeable about district initiatives • Advise unhappy parents and patrons of district procedures • Manage board member conflict	• Be knowledgeable about district initiatives • Advise unhappy parents and patrons of district procedures
Community Contact	• Interact with other groups/agencies • Represent the voice of the Board with media and legal representation • Be available for public speaking engagements as requested • Foster the collaborative relationship with associations	• Interact with other groups/agencies • Be available for public speaking engagements as requested
Other cyclical duties as needed	• Facilitate superintendent search • Bond measure research and campaign • Community visioning process	• Assist superintendent search • Bond measure research and campaign • Community visioning process

Reviewed: June 2025