

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #53
Burnham – Detroit – Pittsfield**

Board Officers

Duties of Chair

The chair shall preside at all meetings of the Board and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the chair 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 in the planning of the Board's agendas.
3. Confer with the superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval, and serve as an ex-officio member of all such committees.
5. Call special meetings of the Board as found necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the chair 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. Recognize persons who desire to speak, and protect the speaker who has the floor from the disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Board.
7. Put motions to a vote, stating definitely and clearly the vote and the result thereof.

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

Duties of Vice-Chair

In the absence of the chair, the vice-chair shall perform all the duties of the chair.

Duties of Secretary

The superintendent shall serve as ex-officio secretary of the Board, with the right to speak on all questions and offer recommendations. The secretary shall be responsible for ensuring that a record is kept of all business transacted by the Board at either regular or duly called special meetings and shall perform such other functions as are ordinarily functions of this office.

Duties of Treasurer

The superintendent shall serve as ex-officio treasurer of the district and place all orders for materials and supplies purchased by vote of the school board, keep all financial records and accounts, and issue vouchers showing the correctness of bills contracted on account of school appropriations.

Legal Reference: 20-A MRSA § 1251, 7

Policy Reference: 2.17 Board Organizational Meeting

Amended: October 4, 1993

Amended: April 5, 2004