

President

During Board Meetings
 Run the meeting

Between Board Meetings
 Represent the Board
 Sign approved contracts
 Work with the school Director to implement policy
 Prepare meeting agendas with the Director
 Monitor Board Work
 Monitor the Board Calendar
 Lead Strategic Planning Process
 September welcome letter to the parents
 Sign checks

Perform other duties as assigned

Secretary

Take and distribute, or ensure that, Meeting Minutes are taken
 Compose and distribute, or ensure that, Board News (Meeting Summary) within 2 weeks of the Board Meeting
 Compose or ensure, meeting minutes before following meeting and distribute to Board Members at least 1 week prior to the next Board Meeting

Assemble and distribute the Board packet Friday prior to the scheduled meeting.
Post Agenda at front entrance and on website.
 Administration to post agenda on website and email out to staff

Maintain or ensure, Books of Minutes, Resolutions, Actions, and email discussions
Monitor committees maintenance of minutes' books
Maintain or ensure, Board Binders, Board Manual, Renewal Binder are updated
Prepare Board Manuals for new members
Perform other duties as assigned

Treasurer

Monitor Budget process
Monitor financial process
Monitor financial reporting
 Monthly Board reports
 Quarterly Bond reports

Perform other duties as assigned

Vice President

Fill in for the President when required
Sign checks (as needed)
Prepare election mailings (Or designee will perform duties listed if needed)
 Election announcements
 Call of Candidates
 Election ballots
Conduct election ballot counting
Perform other duties as assigned by Board

Member-at-Large

Perform duties as assigned by Board

Community Member

Perform duties as assigned by Board

Adopted: **September 8, 2004**
Reviewed: **Annually**
Revised: **August 1, 2009; May 2014; November 11, 2015**
Removed from Secretary Duties “hard copies of” from distributing Board Packet and
 - Parent Board Members send packet home in Monday folders
 - Non-parent Board Members mail packet home
2015 Added “Ensure” to position if the duty is contracted out. Put “or designee will perform duties listed if needed” under Vice President on Election Issues. Put “As needed” behind sign checks under Vice President. Moved “During Meeting” to top under President.
2015 Removal of number GP2 doc 1 alignment with new Charter Contract authorizer
Approved: **August 17, 2009; May 2014; November 11, 2015**