



Four County School Boards Association

ROLES AND RESPONSIBILITIES OF OFFICERS POLICY

In accordance with The Four County School Boards Association (FCSBA) Bylaws (cite the articles) the officers shall ~~be~~ *include* the President, First Vice President and Second Vice President. These officers are elected by the membership at the Annual Meeting and shall hold office for a term of one year from July 1 through June 30. The Duties of those officers are additionally outlined in this policy.

Role and Responsibilities of the Four County School Boards Association President *shall include the usual duties of the office and:*

Appointments

- Appoints chairs and vice chairs of standing committees seeking demographic balance
- Add members to the Steering Committee whose counsel you value but who are not serving in any other formal leadership position
- Appoint the Chair and members to ad hoc committees created by the Board of Directors
- Appoint representatives to the Commissioner's and Chancellor's Advisory Committees if they are re-established
- *Serves as the spokesperson for the Association, if comfortable with that role*

Other Duties

- Helps to develop the Association's Goals and Calendar for the year.
- Presides over, and participates in agenda setting for Steering Committee, Board of Directors', General Membership, the Annual, and Board Presidents'/Vice Presidents' Meetings
- Writes a message for each Newsletter *if desires to do so*
- ~~With other officers and members of the Steering Committee,~~ Evaluates the Executive Director in accordance with Association policy
- Works with the Four County office, early in the year, to identify a location and speaker for the Annual Meeting. Works with the Executive Director to arrange for student work and performance for the event.
- Signs all contracts and policies approved during the term of your office
- Serves as an approved signatory on all Association bank accounts

Role and Responsibilities of the First Vice President *shall include the usual duties of the office and:*

- Serves as a member of the Steering Committee
- Chairs Steering Committee, Board of Directors', General Membership, the Annual, and Board Presidents'/Vice Presidents' Meetings in the absence of the President
- Chairs the Audit Committee
- To the degree that one can, attends FCSBA programs to become familiar with the scope of the Association's work and to scout potential leadership for the coming years
- Serves as an approved signatory on all Association bank accounts
- Works with the Second Vice President on the Membership_____Committee

Role and Responsibilities of the Second Vice President *shall be the usual duties of the office and:*

- Serves as a member of the Steering Committee
- Chairs Steering Committee, Board of Directors', General Membership, the Annual, and Board Presidents'/Vice Presidents' Meetings in the absence of the President *and First Vice President*
- To the degree that one can, attends FCSBA programs to become familiar with the scope of the Association's work and to scout potential leadership for the coming years
- Serves as an approved signatory on all Association bank accounts
- Serves Chair of the Membership ---- Committee
- Seeks "Host" boards for General Membership meetings

Role and Responsibilities of the Immediate Past President

- Serves as a member of the Steering Committee
- Serves as an ex-officio member of the Board of Directors
- Chairs the Nominating Committee