

POLICY TITLE: Duties of Board Officers		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 1/25/2005	MOST RECENTLY REAFFIRMED: 11/22/2004
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School System Governance		

1. Duties of the President

The president shall preside at all meetings, sign authorized or approved contracts and other documents on behalf of the Board, and perform such other duties as are prescribed by the law or the Board.

2. Duties of the Vice President

In the absence of the president, the vice president shall perform the duties of that office.

3. Duties of the Secretary and Treasurer

The Superintendent shall be the executive officer, the secretary, and the treasurer of the Board of Education of Harford County. As secretary to the Board, the Superintendent shall act as presiding officer during the election of a president and a vice president to the Board. The secretary shall attend all meetings of the Board and of its committees, except when the Superintendent's own tenure, salary, or the administration of his/her office is under consideration, and shall have the right to advise on any question under consideration. In the absence of both the president and the vice president, the secretary shall call the meeting to order and preside until a temporary chairperson is elected. This election shall be by voice and not by secret ballot. The secretary shall keep a record of the proceedings of each public meeting of the Board and all action taken. Minutes of the meeting shall be made available to the public. The Superintendent shall perform such other duties as may be assigned. The secretary shall, in consultation with the president or, in his/her absence, the vice president, prepare and distribute, in advance, an agenda for each meeting to each member of the Board. The treasurer shall be custodian of and deposit all funds and sign all checks.

Board Approval Acknowledged By:

Patricia L. Skebeck, Secretary and Treasurer
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	2/11/1980	Amended	1/25/2005		
Reaffirmed	2/12/1996				
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Reaffirmed	11/22/2004				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
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