

A Guide to School Board Meeting Roles and Responsibilities

X - Has responsibility

+ - May assist with responsibility

Prior to the Meeting:	Board Member	Board Chair	Superintendent	Admin. Staff
1. Publish the date, time, and location of meeting.			X	+
2. Prepare the agenda and send it to board members prior to meeting (2-3 days).		+	X	+
3. Seek outside advice from MSBA and other organizations as needed.	X	X	X	X
4. Prepare supplementary materials to the agenda, explaining issues, concerns, and/or recommendations.			X	+
5. Send the agenda to school personnel, interested citizens, and the media.			X	+
6. Read and study board materials.	X	X		
7. Secure legal advice, if needed.		X	X	
8. Draft written resolutions and motions.		+	X	+
9. Prepare the financial statement and list of bills to be paid.			X	+
10. Prepare the minutes of previous meeting.			X	+
11. Arrange a meeting room that is neat, attractive, well ventilated, and has adequate space for all visitors.			X	+
12. Prepare a visitors' agenda and/or brochure giving information about the board and its activities.	+	+	X	
13. Arrange seating appropriately. Include name plates, board policy books, and other necessary materials.		+	X	

At the Meeting:	Board Member	Board Chair	Superintendent	Admin. Staff
14. Start the meeting on time.	+	X	+	
15. Project a positive image – be open and friendly.	X	X	X	X
16. Ensure that mutual respect is shown between board members and the superintendent.	X	X	X	+
17. Set a business-like tone for the meeting – keep to the agenda.	X	X	+	+
18. Welcome citizens. Allow them to speak at the appropriate time.	+	X	+	
19. Provide opportunities for members of the teaching and administrative staffs to discuss instructional programs.		+	X	+
20. Establish ground rules and limits for board discussion and citizen involvement at meetings.	+	X	+	
21. Take action only after all sides of an issue have been thoroughly examined.	+	X	+	
22. View divergent opinions as helpful and useful in understanding complex issues and problems.	X	X	X	+
23. Hold closed meetings to a minimum and follow state statutes.		X	+	
24. Create an atmosphere in which conflicts are not avoided and each person is given a hearing so a solution may be found.	+	X	X	+
25. Encourage the board to be self-conscious about its own operation and examine often how it may improve itself.	X	X	+	
After the Meeting:	Board Member	Board Chair	Superintendent	Admin. Staff
26. Support decisions by the majority of the board.	X	X	X	X
27. Communicate board actions regarding staff members as early as possible.	+	+	X	+
28. Prepare news releases regarding board actions.	+	+	X	+
29. Write complete and accurate minutes.		+	X	+
30. Initiate follow-up action on the board meeting, including delegating responsibility and timelines.			X	+
31. Begin planning for the next board meeting.		+	X	+