

Board Chair Responsibilities Document

January Board Retreat

Overarching Responsibilities

Current board policy gives broad, fairly undefined powers to the chair of the board:

- The chair, when present, presides at all meetings of the school board, countersigns all orders upon the treasurer for claims allowed by the board, represents the school district in all actions and performs all duties a chair 202-2 usually performs (policy 202).
- The school board chair and superintendent are responsible to develop, prepare and arrange the order of items for the tentative board meeting agenda for each board meeting (policy 203).
- The board chair and superintendent will coordinate and share a monthly board agenda, for the school year, in August of each year. The year-long agenda will assist the board in its planning efforts (policy 203).
- Board members will be assigned or appointed to committees or boards by the board chair in consultation with the board (policy 213).
- The committee chair is chosen by the board chair unless otherwise specified (policy 213).
- The board chair will appoint the members of each standing or ad hoc committee and designate the committee chair (policy 213).

Estimated Time Spent on Activities = around 80-90 hours per month

Meeting and Agenda Planning	
Annual agenda setting	12 hours
Weekly agenda setting meetings	1.25 hours/weekly
Prepping documents for meeting (cover sheets, resolutions, agendas)	Very topic dependent; 3-7 hours per month
Board Management	
Managing board personnel issues	2-5 hours per month
Onboarding new board members - training creation	15-20 hours
Onboarding new board members - training	20 hours
Governance Committee Responsibilities	
Manage superintendent evaluation process.	6 hours annually

Manage superintendent contract process.	10 hours (only during superintendent contract signing/resigning periods)
Manage annual board goals process	15 hours annually
Manage governance meetings	2 hours monthly
Manage biannual committee/liaison process	15 hours annually
Manage board retreat planning	20-30 hours annually (dependent on agenda)
Human resource issues	Very variable; hard to estimate - some months as little as 30 minutes, some months 4-8 hours
Legal issues	Very variable; hard to estimate; hard to estimate - some months as little as 30 minutes, some months 4-8 hours
Communications	
Answering board emails	1-2 hours monthly
Arranging speakers for district events (i.e. graduation)	2 hours annually
Standard Board Responsibilities	
Liaison work	4 hours per month
Board meetings	6-10 hours per month
Committee meetings	4-5 hours per month
Prep for board meetings	4 hours per month
Community outreach	Variable, 2-4 hours per month
Additional Work	
Items the board adds to board goals: e.g. analysis of board liaison roles, educator feedback/stakeholder analysis	Variable, up to 10-20 hours/month