



Board Meeting Date: 8/19/2025

Title: Board Chair and Vice Chair Roles and Responsibilities

Type: Discussion

Presenter(s): Erica Allenburg, Vice Chair-Edina School Board

Description: Define Specific Responsibilities for Board Vice Chair

Background Information: Currently, the Vice Chair role on the board is defined in policy 203 as, "The vice chair performs the duties of the chair in the event of the chair's temporary absence." The board created a leadership ad hoc committee during the fall of 2024 that recommended the board utilize the Vice Chair role as a role specifically defined to train the next chair and give specific responsibilities to.

Recommendation: The board reviews the board ad hoc committee recommendations and chart that outlines the summary of board chair responsibilities and comes prepared to discuss:

1. If the Vice Chair role should be specifically defined as a leadership position for the future chair
2. Which responsibilities, if any, should be allocated to the Vice Chair

Desired Outcomes from the Board: A more clarified definition of the Vice Chair role.

Attachment(s): [Board Leadership Ad Hoc Committee Leadership Recommendations](#)

Vice Chair Potential Responsibilities: Potential Vice Chair responsibilities are highlighted in yellow below from the list of chair responsibilities

Overarching Chair 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).

Current Board Chair Responsibilities

Meeting and Agenda Planning
Annual agenda setting
Weekly agenda setting meetings
Prepping documents for meeting (cover sheets, resolutions, agendas)
Board Management
Managing board personnel issues
Onboarding new board members - training creation
Onboarding new board members - training
Governance Committee Responsibilities
Manage superintendent evaluation process.

Manage superintendent contract process.
Manage annual board goals process
Manage governance meetings
Manage biannual committee/liaison process
Manage board retreat planning
Human resource issues
Legal issues
Communications
Answering board emails
Arranging speakers for district events (i.e. graduation)
Standard Board Responsibilities
Liaison work
Board meetings
Committee meetings
Prep for board meetings
Community outreach
Additional Work
Items the board adds to board goals: e.g. analysis of board liaison roles, educator feedback/stakeholder analysis