
ROLES AND DUTIES OF THE BOARD PRESIDENT AND CLERK

Duties of the President

The President shall preside at all meetings of the Board and shall perform other duties as directed by law, New Hampshire Department of Education rules, and by this Board. In carrying out these responsibilities, the President shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings.
8. The President of the Board shall act as an ex-officio member of all Committees. If only one regular member of a standing committee is present at a committee meeting and the alternate as described in section 2 is not present, the President may be counted toward the quorum and may vote.

As presiding officer at all meetings of the Board, the President shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Put motions to a vote and announce the vote result.

The President shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Clerk

The Clerk shall record the minutes of all meetings of the board. In the absence of the President, the Clerk shall perform all the duties of the President.

Legal References:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to

enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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 09/27/1993
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 06/17/2020 [Replaces POPPS 1121 President of the Board, 1122 Clerk of the Board]
 06/06/2020