

Role of the Board President



New Jersey School Boards Association

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Legal Duties of the Board President

- May administer the oath of allegiance to teachers and supervisors in the public schools (18A:26-9).
- **Must** sign all warrants for payment by the custodian of school moneys (18A:19-4).
- **Must** Certify the Payroll for Teachers and Other Employees (18A:19-9).
- May call special meetings of the board (18A:10-6; N.J.A.C. 6:3-1.9).



Legal Duties of the Board President

- **Must** sign bonds issued by the school district (18:24-32).
- May, between meetings of the board, approve suspension by the superintendent of schools of any assistant superintendent, principal or teacher (18A:25-6).
- May compel, through subpoena, witnesses to appear and testify and produce documents in hearings before the board of education (18A:6-20).

Typical Duties from Board Policy

Typical Bylaw– Duties of Board President & Vice President

- Preside at all meetings of the Board;
- Call the meeting to order at the appointed time;
- Announce the business which should come before the meeting in its proper order;
- Assign the floor to members who desire to speak. Once the floor right of a member has been recognized, it shall be the President's duty to protect the speaker from disturbance or interference;
- Explain what the effect of a motion would be if it is not clear to every member. Make certain that members understand exactly what business is pending;
- Restrict discussion to the question before the Board;
- Answer all parliamentary inquiries and decide points of order and questions of privilege as soon as they arise
- Put motions to a vote, state definitely and clearly the vote and the result thereof;
- Sign all acts or orders necessary to carry out the will of the Board;
- Be responsible for the orderly and dignified conduct of all meetings.



Duties from Typical Board Policies

Committees

Create ad hoc committees and assign its members.
Assign standing committee members and chairperson.
Ex officio member of all committees.

Conduct of Board Meeting

Robert's Rules of Order shall govern the Board in its deliberations.

Public Relations Program

The Board President may release information regarding Board actions of lesser importance as they have been recorded in the minutes of the Board meetings and upon the request of media representatives.



Relationship to Other Board Members

- Promote the board working as a team and not as individuals.
- Expect full attendance and preparedness for board meetings.
- Communication conduit.
- Build consensus – everyone gets their say but may not get their way.
- Encourage open expression of opinions by extending fairness and courtesy to all.
- Focus members on issues; not personalities.
- Model a high standard of ethical conduct.



President – Superintendent Partnership

4 Ingredients	Board President	Superintendent
Honest and Open Communication	Be informed about developing issues or ideas, challenges from other board members, and the current state of the district.	Values having a sounding board, gaining another perspective, and feedback on relationship matters.
Trust	Trusts that students are receiving the best education the community can provide. Board is receiving the information it needs. Leadership is supported.	Trusts that board president will be an advocate, develop a board team, focus on best interest of district, and has clear understanding of roles.
Defined Roles	Executive officer of the Board.	Executive officer of the school district.
Clear Expectations	Knows what the superintendent expects.	Knows what the board president expects.



Responsibility vs Authority

Responsibilities of the Board president may be different than other Board members, but their authority is not. They still only have 1 vote.



Characteristics

What characteristics do you think make for a successful board president?



Characteristics

- **Communication skills** – communicates well with others and fosters open lines of communication.
- **Consensus skills** – knows and employs good decision-making skills and can guide the Board.
- **Understanding of roles/relationships** – exemplifies good boardsmanship and knows the difference between the board's functions and administration's functions.
- **Balance of task and people skills** – adept at keeping meeting focused but allows for members to contribute and be heard.
- **Excellent interpersonal skills** – respects the rights of others and has earned the respect of others.

