

DUTIES OF SCHOOL BOARD OFFICERS - CHAIR

The chair:

1. Shall preside at all meetings of the School Board and of the district.
2. Shall countersign all orders upon the treasurer for claims approved by the Board.
3. Shall sign all contracts or agreements approved by the Board.
4. Shall represent the district in all actions.
5. Shall appoint all special committees.
6. Shall advise the Superintendent concerning important school business for which there is no policy or precedent to follow and which requires a decision before the next regular Board meeting. The chair may canvass the opinion of all Board members. All emergency decisions shall be presented to the School Board at its next regular meeting for final action. In the absence of the chair, the vice chair shall serve as temporary chairman.
7. Shall call special meetings of the Board providing legal notice is given to all members.
8. Shall align the annual Superintendent performance pay goals to the School Board established district priorities.
9. Shall review district performance, document the rationale for the amount of Superintendent performance pay and authorize payment to the Chief Financial Officer.

Anoka-Hennepin District No. 11
Anoka, MN 55303
Revised: November 27, 2006
Revised: January 11, 2016