

Adopted: October 27, 2005

PiM Arts High School Policy B2

Revised: November 29, 2007

B2 BOARD POLICY - BOARD OFFICERS

Officers shall be elected by the Board of directors to serve for terms of one year and until their respective successors are elected and have qualified. The duties of the officers of the PiM Arts High School Board of Directors shall be as follows:

President

1. Preside at all board meetings deciding questions of order in accordance with *Robert's Rules of Order, Revised*.
2. At a public committee, appoint standing committees, special committees, and a chairperson for each committee.
3. Serve as an *ex officio* member of all standing and special committees.
4. Sign all documents required by law and those inherent in the position of President.
5. Act as official spokesperson for the Board except as this responsibility is regarded to others.
6. Represent the board at school, community, public and civic functions.
7. Conduct a monthly agenda setting meeting with the Principal to develop agendas for official Board meetings. Board members shall receive notice of the time and place of the agenda setting meeting.
8. Respond on behalf of the board in a timely manner to inquiries, requests, and correspondence directed to the Board as a whole.
9. Communicate with Board members regarding matters of urgent concern and seek consensus on resolution of those matters. Contact the Principal in time of emergency and collect the opinion of all members of the board when necessary.
10. Ensure that the policies of the Board are properly administered.
11. Be responsible for the final board evaluation at the end of each fiscal year.
12. Office of President cannot be held by a staff member.

Vice President

The Vice President shall

1. Perform the duties of the President in his/her absence or during a vacancy in the office of President.
2. Perform such duties as may be requested by the Board.

The President and Vice President(s) shall have the same right as other Board members to offer resolutions to make or second motions, to discuss questions, and to vote thereon.

Treasurer

Assure that the following procedures of financial accountability are attended to:

1. Assure that accurate financial records of this corporation are kept
sure money, drafts, and checks in the name of and to the credit of this corporation are placed in the banks and depositories designated by the Board of Directors.
2. Assure that all records are open at all times to Board review and inspection.
3. Assure that all monies received are accounted for by fund type.
4. Perform such other duties as are prescribed by the President or the Board of Directors.

Secretary

1. Keep accurate records of the proceedings of all meetings of the Board and publish minutes.
2. Administer and execute the laws governing school direction which includes:
 - a. Posting notice setting forth polling plans established by the board
 - b. Overseeing the preparation of ballots for school voting.
 - c. Publishing the names of the board candidates for whom applications have been filed