

**President**

During Board Meetings  
    Run the meeting

Between Board Meetings  
    Represent the Board  
    Sign approved contracts  
    Work with the school Director to implement policy  
    Prepare meeting agendas with the Director  
    Monitor Board Work  
    Monitor the Board Calendar  
    Lead Strategic Planning Process  
    September welcome letter to the parents  
    Sign checks

Perform other duties as assigned

**Secretary**

Take and distribute, or ensure that, Meeting Minutes are taken  
    Compose and distribute, or ensure that, Board News (Meeting Summary) within 2 weeks of the Board Meeting  
    Compose or ensure, meeting minutes before following meeting and distribute to Board Members at least 1 week prior to the next Board Meeting

Assemble and distribute the Board packet Friday prior to the scheduled meeting.  
Post Agenda at front entrance and on website.  
    Administration to post agenda on website and email out to staff

Maintain or ensure, Books of Minutes, Resolutions, Actions, and email discussions  
Monitor committees maintenance of minutes' books  
Maintain or ensure, Board Binders, Board Manual, Renewal Binder are updated  
Prepare Board Manuals for new members  
Perform other duties as assigned

**Treasurer**

Monitor Budget process  
Monitor financial process  
Monitor financial reporting  
    Monthly Board reports  
    Quarterly Bond reports

Perform other duties as assigned

**Vice President**

Fill in for the President when required  
Sign checks (as needed)  
Prepare election mailings (Or designee will perform duties listed if needed)  
    Election announcements  
    Call of Candidates  
    Election ballots  
Conduct election ballot counting  
Perform other duties as assigned by Board

**Member-at-Large**

Perform duties as assigned by Board

**Community Member**

Perform duties as assigned by Board

**Adopted:**           **September 8, 2004**  
**Reviewed:**       **Annually at March meeting**  
**Revised:**       **August 1, 2009; May 2014; November 11, 2015**  
Removed from Secretary Duties “hard copies of” from distributing Board Packet and  
    - Parent Board Members send packet home in Monday folders  
    - Non-parent Board Members mail packet home  
2015 Added “Ensure” to position if the duty is contracted out. Put “or designee will perform duties listed if needed” under Vice President on Election Issues. Put “As needed” behind sign checks under Vice President. Moved “During Meeting” to top under President.  
2015 Removal of number GP2 doc 1 alignment with new Charter Contract authorizer  
**Approved:**       **August 17, 2009; May 2014; November 11, 2015; April 9, 2025**