

## ROLES AND DUTIES OF THE BOARD CHAIRPERSON

### Duties of the Chairperson

The chairperson 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. The chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and those approved by 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; notify all board members.
4. Call emergency meetings of the board as necessary;
5. Be the public spokesperson for the board with approval of the board ; except as this responsibility is specifically delegated to others; and
6. Preside at and be responsible for the orderly conduct of all board meetings.

As presiding officer at all meetings of the board, the chairperson 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 chairperson shall have the right, as other board members have, to offer motions, make seconds to motions, discuss questions, and vote. The chairperson shall preside at all meetings.

### Duties of the Vice-Chairperson

In the absence of the chair, the vice-chair shall perform all the duties of the chair.

**Mrs. Priscilla Colbath, Chairperson**  
**Mrs. Judith Nason**  
**Mrs. J. Lisbeth Olimpio**  
**Mrs. Vivian Macedo**  
**Mr. Stephen Brown**

**Adopted by the Board: 20 July 2011**  
**Revised by the Board: 19 September 2012**