

**BOARD OFFICERS**

The officers of the School Board shall be a Chairperson, a Vice-Chairperson and a Secretary. The officers shall be elected at the organizational meeting to serve until the next organizational meeting or until a successor is elected. Any vacancy may be filled at any meeting of the Board.

**CHAIRPERSON:**

The Chairperson shall preside at all meetings and shall not originate or second motions; however, the Chairperson shall have the right to vote on all matters before the Board. The chairperson shall consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

**VICE-CHAIRPERSON:**

The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

**SECRETARY:**

The Secretary shall be responsible for Board correspondence when directed by the Chairperson.

Adopted: July 2001  
Reviewed: May 4, 2010  
Discussion: May 11, 2010  
Revised: May 24, 2010  
Approved by NHSBA: August 2011