

BOARD OFFICERS

The officers of the School Board will be a *Chairperson*, a *Vice-Chairperson*, and a *Clerk*. The chairperson, vice-chairperson and clerk will be elected at the annual organization meeting to serve until the next annual meeting. A vacancy in either position may be filled at a regular meeting of the Board. All members of the Board must be notified of the meeting at which the vacancy will be filled. The general descriptions of each position are:

- **CHAIRPERSON** – The Chair will preside at all meetings, and shall have the right to vote on all matters before the school board. The Superintendent will consult with the Chair on the preparation of the agenda for each meeting. The Chair will have authority to sign contracts and other instruments approved by the board and will have such other powers and duties as the Board may from time to time determine.
- **VICE-CHAIRPERSON** – The Vice-Chair will have the powers and duties of the Chair in his/her absence and such other powers and duties as the School Board may from time to time determine.
- **CLERK** – The clerk will ensure the proper recording of all board meetings and timely availability of minutes in accordance with New Hampshire statutes. The clerk will confer with the Board Chair regarding unfinished agenda items and action to be taken as a result of board action.

Adopted: January 11, 1983

Revised: 4/12/94, 2/4/97, October 16, 2012