

## **President – Superintendent Responsibilities**

The board president and the superintendent share some responsibilities for providing meeting leadership. NASB recommends that the president and superintendent discuss how they will cooperate to conduct these tasks, who will take the lead on each task, and how they will share information to keep all tasks coordinated. The following questions can provide a basis for this discussion.

- Who will be responsible for drafting the annual board calendar and how will we ensure the board has input?
- Who will enforce our policies on how the public and media will be allowed to observe or participate at meetings?
- How will we ensure that meetings are adequately publicized to parents, community, media and staff?
- How will we ensure that the meeting notice is legally posted?
- How will we determine topics and their order for the meeting agenda?
- How will we determine what background information is needed for discussion and action items?
- Who will contact individuals (such as the school attorney or auditor) when their presence is needed at a meeting or information is needed from them prior to a meeting?
- Who will prepare the meeting room?
- Who will serve as recording secretary to keep minutes?
- How will we provide information about the meeting's actions afterward to the community, media, staff, or others who may be interested in the outcome of the meeting?
- How will we secure and store legal records of the meeting, such as the minutes?
- How will we capture new issues or board-requests on the Annual Board Calendar for consideration at future meetings?