

## By-Laws

**SUBJECT: DUTIES OF THE PRESIDENT OF THE BOARD OF EDUCATION**

The President's duties include the following:

- a) Presides at all meetings of the Board;
- b) Calls special meetings as necessary or on request;
- c) Appoints members to all committees of the Board;
- d) Serves ex-officio as a member of all committees;
- e) Executes documents on behalf of the Board;
- f) Prepares Annual Report for presentation at the Annual Meeting;
- g) Assists the Superintendent of Schools in preparation of agenda for regular meetings, as requested;
- h) Performs the usual and ordinary duties of the office.

Education Law Section 1701

Adopted: 2/13/01  
Reviewed: 1/13/05-no changes