



**DUTIES OF SCHOOL BOARD OFFICERS**

1. Officers

- a. The officers of the School Board are Chairperson, Vice Chairperson, Treasurer, Secretary, and Council Representative.

2. Chairperson

The Chairperson is the chief executive officer of the corporation and, in general, monitors and oversees the running of the school including staff, parents, and students. The Chairperson shall:

- a. set agenda and preside at monthly meetings of the School Board.
- b. oversee and support the School Board members in the school business. Periodically consult with members to know how they see their role, optimizing their contribution.
- c. attend Little Angel Preschool staff meetings.
- d. In the context of the big picture of the school review past, present, and future actions and/or goals.
- e. work with School Board members to ensure the goals and relevant business plans are developed in order to achieve success, effectively utilizing the skills and gifts of the members as duties are assigned.
- f. submit annual planning proposal for School Board at December meeting for the School Board to adjust and approve. This should include a proposed list of events, a proposed business plan, and a proposed budget.
- g. regularly review the finances of the school with the Treasurer.
- h. be listed with DHS as Authorized Agent.
- i. as part of the School Board, lead a share of sub-committees.
- j. sign any contracts or other instruments which the School Board has authorized to be executed, except in cases in which the signing and execution is expressly delegated by the School Board or by these bylaws or by law to some other officer or agent of the corporation. This includes the school bank accounts.

- k. give the lead in recruiting new school board members when needed.
  - l. supervise and support the Director.
  - m. review payroll submission from the Director to the church.
  - n. develop good relationships internally and externally.
3. Vice Chairperson shall:
- a. lead the School Board meetings in the absence of the Chairperson. They will set the agenda in cooperation with the Chairperson.
  - b. perform other duties as agreed to by Chairperson and the School Board, as defined in a Continuing Resolution.
  - c. lead a share of sub-committees.
  - d. If the Chairperson is unable to fulfill their duties the Vice Chairperson will step in as the interim Chairperson until a new Chairperson is appointed.
4. The Treasurer shall:
- a. have charge and custody of, and be responsible for, all funds and securities of the corporation.
  - b. receive and give receipts for moneys paid and deposit those moneys in the name of the school in the school's bank account.
  - c. track Thrivent card expenditures.
  - d. be in charge of accounts payable, manage invoices.
  - e. provide and submit an annual tax form/report to the church.
  - f. write payroll checks to the church to reimburse them for payroll. Enter payroll into accounting books.
  - g. track budget.
  - h. present a monthly P&L and a YTD P&L financial reports at meetings of the School Board.
  - i. perform other duties as assigned by the Chairperson or the School Board.
  - j. at any time submit all books and accounts for examination by authorized individuals as determined by the School Board.

**5. The Secretary shall:**

- a. keep meeting minutes, ensuring that the minutes are kept in a book provided for record keeping purposes. Email minutes to the School Board within 14 days after the meeting. Bring copies to the following meeting for approval. File minutes in the cabinet in the school storage room.
- b. write the school's annual report and submit to Chairperson in December or when requested. Send a final copy to church Secretary.
- c. write the monthly article for the Voice. Take sub-committee articles, review and submit to church secretary. Use school logo unless you choose to temporarily replace it with other artwork which is appropriate for the event at hand.
- d. perform other duties as assigned by the School Board.

**6. Council Representative shall:**

- a. conduct actions and communications represent the School Board decisions and not personal opinions.
- b. attend School Board meetings and Council meetings.
- c. represent our school to the Council, congregation, and public.
- d. give a verbal report about Council meetings to the School Board.
- e. give a verbal report to the Council as requested.
- f. submit School Board minutes to Council as requested.
- g. present any requests of the School Board to Council as directed by the School Board.
- h. serve as a communications liaison between the church and Little Angel Preschool

ADOPTED: 7/9/2019