

BRAINTREE PUBLIC SCHOOLS

BDB - SCHOOL COMMITTEE OFFICERS

Duties of the Chair

The school committee chair shall preside at all meetings of the school committee, regulate its proceedings and shall decide all questions of order. The school committee chair shall appoint all members of all committees of the school committee, whether special or standing. The school committee chair shall have the same powers to vote upon all measures coming before the school committee as any other member of the school committee. The school committee chair shall perform such other duties consistent with the office as may be provided by charter, by ordinance or by other vote of the school committee, including:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the committee.
2. Consult with the superintendent in the planning of the committee's agendas.
3. Confer with the superintendent on crucial matters that may occur between committee meetings.
4. Call special meetings of the committee as found necessary.

Duties of the Vice-Chair

The vice-chair of the committee will act in the absence of the chairperson as presiding officer of the committee and will perform such other duties as may be delegated or assigned to him/her by the chair or by vote of the school committee.

Secretary

The secretary will keep, or cause to be kept, an accurate journal of all committee meetings; will review drafted committee minutes prior to distribution and consideration by the committee; will comply with state law and committee policy regarding notification of meetings; and will render, or cause to be rendered, such reports as may be required by the state or the town.

SOURCE: MASC

LEGAL REF.: M.G.L. [71:36](#); TOWN OF BRAINTREE CHARTER, SECTION 4-2: SCHOOL COMMITTEE CHAIR

Adopted by School Committee 1/8/2018

