

**SEVEN HILLS CLASSICAL ACADEMY  
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

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**POLICY 202: SCHOOL BOARD OFFICERS**

**I. PURPOSE**

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school. The purpose of this policy is to delineate those responsibilities.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board shall meet annually and organize by selecting a chair, a vice-chair, a secretary, a treasurer and such other officers as determined by the school board.
- B. The school board shall appoint an executive director who shall be an ex-officio, nonvoting member of the school board.

**III. ELECTION OF OFFICERS**

The school board's election of its officers shall be held at a regularly scheduled meeting following the corporation's annual election of members to the board. These officers shall hold office for one year or until their successors are elected by the school board at a regularly scheduled meeting and are deemed by the school board to qualify for the position. The board may elect to assign certain duties of the secretary to be performed by a nonmember under the supervision of the secretary and executive director.

**IV. OFFICERS' RESPONSIBILITIES**

A. Chair

- 1. When present shall preside at all regular, special and emergency meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school in all actions, and perform all duties that a chair usually performs.
- 2. Shall see that the orders and resolutions of the board are carried into effect, sign and deliver in the name of the corporation deeds, mortgages, bonds, contracts, or other instruments that have been approved by majority vote of the board, except in such cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the board to another officer or agent of the corporation;
- 3. Shall maintain records of the board and, when necessary, certify proceedings of the board; and
- 4. Shall perform all duties prescribed by the board.

B. Treasurer

- 1. Must perform the duties of the corporation's treasurer in accordance with the Minnesota Nonprofit Corporation Act (currently codified at Minnesota Statutes Section 317A.305, subdivision 3). In addition, the treasurer must perform such other duties and have such other powers as may be prescribed

by the board of directors.

2. The treasurer shall be the chair of the finance committee.

C. Secretary

1. Shall ensure that all school board documents, contracts, meeting minutes, agendas, board-approved committee charges are kept on file in a designated place in the school's main office.
2. Shall annually review and check that these documents are kept on file and are available for public inspection.
3. Shall bring to every school board meeting a copy of the record of meeting minutes, agendas, and documents pertaining to the board's deliberations at the meeting.
4. Shall be responsible to ensure that meeting notices and postings meet requirements of the Open Meeting Law, bylaws, and policies pertaining to board record maintenance and meeting notices.
5. Any violations of the above shall be reported to the board chair immediately,

D. Vice-Chair

1. Shall perform the duties of the chair in the event of the chair's temporary absence.

E. Executive Director

1. Shall be an ex officio, nonvoting member of the school board.
2. The director shall perform the following:
  - a. Provide leadership, management, and supervision of the school(s), report and make recommendations about the school's condition when advisable or on request by the board;
  - b. Recommend to the board employment and dismissal of teachers;
  - c. Oversee school grading practices and examinations for promotions and graduation;
  - d. Make reports required by the commissioner of education; and
  - e. Perform other duties prescribed through a position description by the board or by direction of the school board or board chair.

**V. REMOVAL OF OFFICER**

Any officer may be removed from office at any time, with or without cause, by majority vote of the board of directors.

**VI. RESIGNATION**

Any officer may resign from office at any time by giving written notice to the school board. Such resignation will be effective upon delivery of the notice to any other officer of the corporation, unless a later effective date is specified in the written notice. The board is not required to accept a resignation in order for it to become effective. Any director who resigns from the board shall be deemed, without any further action, to have resigned from all offices held by that director.

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**ADOPTED BY THE BOARD ON: February 2008**  
**REVISED BY THE BOARD ON:**