The Chair and Vice Chair of the Arlington School Board are elected by the Board to facilitate its work. In the absence of the Chair, the Vice Chair performs all duties and has the responsibilities of the Chair.

Leadership
The Chair, in coordination with the Superintendent and School Board members, sets the agenda for the School Board and establishes annual priorities each fall, maintaining focus on these priorities throughout the year, including regular communication with fellow School Board members.

Official Representation
All Board members represent the Board and its positions and policies to the public. However, representing the Board is a particular responsibility of the Chair who, like all Board members, takes a position on behalf of the Board only when the Board has voted on the position. In consultation with Board members and the Superintendent, the Chair:

1. Is responsible for representing the perspectives of the School Board as a whole when working with the Superintendent, Arlington Public Schools employees, and members of the community.
2. Represents the Board in official correspondence and other forms of communication with the public, including signing all legal documents approved by the School Board;
3. Represents, or asks another Board member to represent, the Board at school, community, or other organization events and functions; and
4. Maintains a formal relationship and shares agenda-setting for joint meetings with the County Board Chair.

Meeting Conduct and Preparation
The Chair presides at all Board meetings and has the same right as any other Board member to offer resolutions and motions, to discuss questions, and to vote thereon. In order to facilitate the Board's meetings and decision-making, the Chair:

1. Seeks out and ensures that all members have opportunities to express their views;
2. Meets with the Superintendent and another Board member regularly to set the agenda for Board meetings and discuss issues and reports on each meeting to other Board members and the Board Clerk as soon as possible afterwards;
3. Anticipates issues that will come up and recommends how they will be managed by the Board; and
4. Monitors and, as necessary, recommends adjustment of the Board's workload and schedule of activities.

Duties of the Chair

1. Coordinates the quarterly reviews and annual evaluation of the Superintendent;
2. Supervises the Board Clerk and coordinates annual evaluation;
3. Coordinates the Board's annual self-evaluation;
4. Coordinates all Board member requests, except for individual Board member requests for advice on conflicts of interest or financial disclosure, for advice from the School Board's legal counsel, ensuring that all Board members are informed of the request and that the advice is shared;

5. Coordinates liaison assignments of School Board members and other responsibilities as needed; and
6. Ensures the review of the minutes of each Board meeting prior to their distribution.

Leadership in Absence of the Chair

The Chair may take a leave of absence from their duties as Chair for an extended period. If practicable, the Chair shall inform the Board Clerk and the Vice-Chair of the absence and its expected duration. The Chair may do so in advance of the absence or at the start of the absence. During the absence, the Vice-Chair shall serve as Interim Chair and perform all duties associated with that position.

At the next School Board meeting after the Chair has given this notification, the Board may elect an Interim Vice-Chair to serve in that role until the Chair resumes their duties. This election must be included in the published agenda at least three days in advance of the meeting. If the Chair's notification is given less than three days before the next meeting, the election would occur at the subsequent Board meeting. If the Interim Chair is unable to attend a meeting during the Chair's absence, the Interim Vice Chair shall serve as Chair during that meeting. The Chair may still serve as a member and cast votes during the course of their absence from the Chair position.

In the absence of both the Chair and the Vice Chair, the majority of the Board members present, if they constitute a quorum, shall elect a temporary Chair who would perform all duties and have the responsibilities of the Chair.

Clerk and Deputy Clerk

The duties of the Clerk are contained in Code of Virginia §22.1-77 and in the job description for the position, which includes the supervision of the Deputy Clerk. The Clerk shall also perform such other duties consistent with the Code and the job description as may be assigned by the Board. The Clerk and Deputy Clerk discharge, under the general direction of the Chair of the School Board in collaboration with the Superintendent, such other duties as may be required by the School Board or the Virginia Board of Education. In the absence of the Clerk, the Deputy Clerk performs the official duties of the Clerk.

References

Code of Virginia §22.1-76, 22.1-77

Policy Adoption and Revision History

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