School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
May 1, 2026

Standard Operating Procedure
Meeting Manager SOP

PURPOSE:

To determine the process for selecting Meeting Managers for Work Sessions, and scheduling Meeting Manager meetings with School Board Members and Leadership Team members.

SCOPE:

The role of the Meeting Manager is two-fold: to meet with Leadership Team members prior to work sessions to go over materials and to manage the flow of the work session topic discussion.

ROLES:

Clerk's Office: The Clerk's Office is responsible for coordinating the Meeting Manager meeting date with members of the Leadership Team selected by the Division Superintendent.

Chair of the Board: The Chair is responsible for choosing Meeting Managers for annual work sessions. The Chair will communicate choices with the Clerk's Office.

School Board Members: When chosen to be Meeting Managers, the School Board Member is responsible for communicating availability with the Clerk's Office, attending Meeting Manager meetings, and facilitating the work session topic. If a Board Member is unavailable for their designated meeting manager responsibility, they should let the Clerk's office know as soon as possible (but no later than 5 business days before the meeting manager meeting) to facilitate the smooth selection of their replacement.

TIMELINE:

Meeting Manager meetings are typically held on the second Wednesday prior to the Work Session. They are held between the hours of 9:00 a.m. and 12:00 p.m.

GUIDELINES:

Meeting Managers are typically set for the year on the Annual Work Plan.

If a School Board Member is unable to attend a work session for which they have been assigned, it is their responsibility to let the Chair and Clerk know as soon as possible for a replacement to be found.

The Clerk's Office can schedule a meeting to be virtual or in person.