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|  | Huron School District #2-2 | Code: BEA |
| | Policies and Regulations | Duties of the Board of Education President |

Duties of the Board of Education President

1. The president shall preside at all meetings of the Board of Education when he/she is present. During his/her absence, the vice-president shall perform all functions normally carried out by the president.
2. He/She shall counter-sign all payments approved by the Board.
3. He/She shall sign all contracts or agreements approved by the Board.
4. He/She shall represent the district where such is deemed appropriate and/or necessary.
5. He/She shall appoint all special committees.
6. He/She shall confer with the superintendent regarding school-related matters when it is necessary. The president and the superintendent shall keep all Board members uniformly informed on relevant matters.
7. He/She shall call special meetings of the Board of Education, provided legal notice is given to all members. Legal notice may be written or oral, but must be received by all members.