



MANSON SCHOOL DISTRICT BOARD POLICY

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD MEMBERS' ROLE & DUTIES

INDIVIDUAL BOARD MEMBER ROLE

In agreeing to stand for election and accept appointment to the Manson School District Board of Directors, Board Members are deemed to have agreed to carry out the following duties on behalf of our communities.

1.1 Represent Our Community

- Board Members will work on behalf of all of the people of our communities and the Manson School District organization as a whole.
- Board Members will make their decisions in what they believe to be the best interest of our District and all the students and families we serve; hence, Board Members will not vote specifically on behalf of individual constituent groups' interests.

1.2 Represent the Board

- Board Members can only refer to decisions of the Board in public. The details of Board debate are left in the Boardroom. The Board will have in place a variety of strategies to communicate with our communities and other stakeholders.
- Board Members will not take action as individuals; rather the Board Members act as a team.
 - o The authority of individual Board Members is limited to participating in actions taken by the Board as a whole when legally in session.
 - o The Board or staff will not be bound in any way by any action taken or statement made by any individual Board member except when such statement or action is pursuant to specific instructions and official action taken by the Board.
- Once a vote has been taken, Board Members will support the majority decision and refrain from discussing divisions of opinion outside the Boardroom.
- Board Members may be asked, by the Chair, to represent the organization on civic occasions or at meetings of other agencies or government on behalf of the Chair.
- Board Members will serve as ambassadors of the Manson School District in the community. Board Members will enhance general communication with the community and bring forward any key issues identified to the Board of Directors through the Chair.

1.3 Respect of Office

First Read 04-29-2024; Adopted 05-20-2024

- Board Members will actively work to ensure the Board is disciplined to fulfill its governance duties and to avoid directly managing the “how to’s” of the organization. Board Members shall not assume the responsibilities of administrators or other staff members.
- Individual Board Members will act according to the collective commitments established yearly by the Board of Directors in August of each year.
- Individual Board Members are accountable to the Board of Directors regarding their individual performance.
- All specific personnel or personal information will be kept in the strictest of confidence by Board Members and referred to only at the official times when they are relevant.

1.4 Service/Fulfilling the Board Role

- Board Members will actively participate in Board meetings to bring forward ideas, perspectives, and expertise in order to assist the Board in making the best possible decisions.
- Board Members will govern and participate in Board committee and task force meetings consistent with the Board Commitments and Governance Approach Policy. Board Members may serve on additional task forces as they are able and as the need arises.
- Within their skill sets, Board Members will assume specific assignments such as leading a task force.
- It is expected that Board Members will need to spend significant time each month on Manson School Board’s business.
- Each Board Member is obligated to attend Board meetings regularly. Whenever possible, each Board Member shall give advance notice to the Chair and Superintendent of his/her inability to attend a specific Board meeting. In rare instances, a majority of the Board may excuse a Board Member’s absence from a meeting. The Board shall declare a Board Member’s position vacant after four consecutive unexcused absences from regular Board meetings.

1.5 Preparation

- Board Members will become informed about the Manson School District, its Mission, its history, its vision (Ends Policies), and the environment within which it operates.
- Board Members will review the agenda and any study materials distributed prior to the meeting in order to be prepared to participate effectively in the discussion and in decision-making for each agenda item.
- Board Members may seek clarification, as needed prior to a Board meeting with the Superintendent on any significant agenda items which are unclear. Board Members may not request information, which is simply for their individual own interest.
- Board Members must be familiar with Board policy and basic procedure.
- Board Members are encouraged to attend at least one external continuing education session or meeting per year related to their role as Board Members. (WSSDA, Wisdom Sharing, NSBA, COSSBA, etc.)