INTERNAL BOARD POLICIES: Duties and Responsibilities

Board Officers – Chair, Vice Chair Duties

I. Policy Statement

Board of Education of Baltimore County (Board) officers are charged with the duty of facilitating the Board’s work and carrying out the responsibilities assigned to them as delineated in this Policy.

II. Chair

The Board’s chair shall have the following duties:

A. Preside at all meetings of the Board and shall have a vote on motions placed before the Board for action.

B. Ensure that all Board meetings are conducted in an orderly manner.

C. Execute documents on behalf of the Board.

D. Appoint Board members to serve on the board’s committees.

E. Serve as ex-officio member of all Board committees.

F. Serve as the official spokesperson of the Board.

G. Represent the Board in deliberations with other boards, districts, or agencies unless another member of the Board is so designated.

III. Vice Chair

A. In the temporary absence of the chair, the Board’s vice chair shall perform all duties of the chair, except as otherwise provided by law.

B. The vice chair will assume such administrative and leadership tasks as designated by the chair.

IV. Implementation
The Board shall implement this policy.

Related Policies:

- Board of Education Policy 8210, *Board Officers – Election and Terms of Office*
- Board of Education Policy 8260, *Authority of Individual Board Members*
- Board of Education Policy 8270, *Board Committees*
- Board of Education Policy 8500, *Board Self-Evaluation*