

## **AMHERST Policy**

### **BDB – SCHOOL BOARD OFFICERS**

#### **CHAIRPERSON**

The Chairperson shall preside at all meetings, but shall have the right to vote on all matters before the School Board. The Superintendent shall consult with the Chairperson on preparation of the agenda for each meeting. The Chairperson shall have the authority to sign contracts and other instruments as approved by the Board in its name and behalf, and shall have other powers and duties as the Board may from time to time determine.

#### **VICE-CHAIRPERSON**

The Vice-Chairperson shall have the powers and duties of the Chairperson in the absence of the Chairperson or during his disability, and such other powers and duties as the School Board may from time to time determine.

#### **SECRETARY**

The Secretary, or designee, shall keep minutes of proceedings in non-public session at least to the extent of recording any decisions made therein, and such other powers and duties as the Board may from time to time determine.

**ADOPTED: September 11, 1990**