I. LEGAL DUTIES OF THE BOARD PRESIDENT

- May administer the oath of allegiance to teachers and supervisors in the public schools (18A:26-9).
- Must sign all warrants for payment by the custodian of school moneys (18A:19-4).
- Must Certify the Payroll for Teachers and Other Employees (18A:19-9).
- May call special meetings of the board (18A:10-6; N.J.A.C. 6:3-1.9).
- Must sign bonds issued by the school district (18:24-32).
- May, between meetings of the board, approve suspension by the superintendent of schools of any assistant superintendent, principal or teacher (18A:25-6).
- May compel, through subpoena, witnesses to appear and testify and produce documents in hearings before the board of education (18A:6-20).

II. CONDUCT BOARD MEETINGS

Determine agenda, recognize speakers, rule on admissibility of business, control discussion, maintain dignity of proceedings, etc.

III. DUTIES IN RELATIONSHIP TO OTHER BOARD MEMBERS

Keep discussion to point, involve all members, maintain democratic procedures, protect minority opinion, ensure fair hearing for all points of view, provide for full discussion of issues, and refrain from discussing elements of board deliberations outside board meeting.
IV. PRESIDENTIAL LEADERSHIP STYLES

One view of the role of the school board president is to serve as a strong leader for other board members and for the superintendent and his/her staff. Under such an arrangement, the board president may choose to do these things:

- Serve as chief spokesman for the board.
- Keep abreast of local, state, and national education issues through direct involvement in various conferences and programs dealing with such issues.
- Participate in local, state, and national organizations which have an impact on public education.
- Impart to other board members and to the superintendent and his staff a perspective and point of view which result from such active personal participation.
- Help establish for the school district, through discussion with other board members and the superintendent and his staff, goals which are in tune with the needs and resources of the community.
- Assign committees and committee chairs who will help research and provide information to the board-at-large on special issues.
- Serve as a personal counselor, or informal sounding board, for the superintendent as he/she grapples with problems, recognizing that such a role carries with it the need for confidentiality and utmost discretion.
- Personally run the school board meetings and personally follow up to see that agreed-upon action is implemented.

Another view of the role of the school board president is to function as a catalyst rather than as a strong personal leader. Under such an arrangement, the board president may choose to do these things:

- Appoint someone to serve as chief spokesman for the board.
- Involve other board members and the superintendent and his staff in conferences and programs dealing with educational issues.
- See that the board and the school district participate in local, state and national organizations affecting education.
- See that persons who do participate in such activities share their information and points of view with those who have not participated.
Another View (continued)

- Look to the superintendent with his/her staff and to the other board members for recommendations concerning the goals and possible programs of the school system.

- Periodically provide opportunities for the superintendent and the board to discuss informally some of the concerns of the superintendent.

- Deliberately limit the amount of personal involvement and time spent on school board affairs.

V. A board president should make sure the board has a clear understanding or policy regarding...

- Who will be spokesperson for the board.

- Who will have responsibility for development of agenda items for board meetings, and for preparation and distribution of the agenda.

- The way in which the board will communicate and give direction to the superintendent and his/her staff.

- The way in which board members and the superintendent and staff will participate in local, state and national programs and organizations, so that all parties know how the school district will be involved in, and kept abreast of, educational issues and concerns.

- The working relationship with the superintendent and staff.

- The orderly and thorough development of information related to issues on which the board must act.

- A proper method to inform all persons affected by a board action, or proposed action.