



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

185-Rule

Roles of Board Committee Chairpersons and Appointees

Committee Chair Roles – Committee Chairs work closely with the District Administrator and administrative team and staff to fulfill their responsibilities.

1. Work with District Administrator and administrative team and staff to decide on the need for committee meetings and, preferably at the time of a committee meeting, set the time and place for the next meeting.
2. Work with District Administrator and administrative team and staff to assess committee's need for outside information on an issue (e. g., available surveys, cost information, legal requirements, and background information).
3. Work with District Administrator and administrative team and staff to establish agenda for meeting, and assure pertinent materials are distributed to committee members.
4. Work with District Administrator and administrative team and staff to assure that meeting is properly noticed and that any other constituencies with particular interests in the topics to be discussed are aware of the meeting.
5. Preside over committee meetings and assure that minutes are kept and posted, which will be reviewed and approved by the committee at a future following meeting. Assure proper procedure is followed during meetings.
6. Keep Board president apprised of important issues that will be coming to the Board in the future.
7. Work with the Board president and District Administrator to assure appropriate items are included for discussion or action at Board meetings. Assure availability of appropriate materials for Board members and others.

Convention Delegate – this position will represent the district at the annual January WASB statewide convention.

1. Serve as the District's delegate at the statewide convention and, working with the Board, submit proposals to the convention, as appropriate. Inform Board on issues addressed in convention resolutions to facilitate consensus positions.
2. Work with the Board President and District Administrator to identify areas where it may be appropriate for the Board to weigh in on an issue. This may entail submitting information or action items for the Board agenda.

CESA #3 Representative –

1. Serve as the School Board representative to the CESA #3 convention “annual meeting” and any other special meetings for Board members.
2. Work with the Board President and District Administrator to identify areas where it may be appropriate for the Board to weigh in on an issue. This may entail submitting information or action items for the Board agenda.

APPROVED: August 12, 2004

REVISED: May 8, 2014

APPROVED: June 12, 2014

REVISED: July 13, 2017

APPROVED: August 10, 2017

REVISED: May 10, 2018

APPROVED: July 12, 2018