



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 Delegates

Committee Chair Roles – Committee Chairs work closely with the District Superintendent and the superintendent’s administrative team and staff to fulfill their responsibilities.

1. Work with superintendent and Board president to decide on the need for committee meetings, and, preferably at the time of a Board meeting, set the time and place for such meetings.
2. Work with superintendent to assess committee’s need for outside information on an issue, e. g., available surveys, cost information, legal requirements, background information.
3. Work with superintendent to establish agenda for meeting, and assure pertinent materials are distributed to committee members.
4. Work with superintendent 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. 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 superintendent to assure appropriate items are included for discussion or action at Board meetings. Assure availability of appropriate materials for Board members and others.

Board Training Advocacy Position – this individual will work to steadily elevate the board’s awareness, background and knowledge level on pertinent issues to enhance the Board’s effectiveness and facilitate good decision-making.

1. Promote and facilitate Board development opportunities. Needs may be identified through Board self evaluation or discussion with fellow Board members from time to time as various issues arise. As much as possible, such issues should be anticipated through interaction with Board officers and committee chairs.
2. Oversee training opportunities that present themselves, especially through WASB, and promote Board involvement with such opportunities. Encourage participation and coordinate attendance at essential training sessions and arrange for presentation of information and WASB resources at Board meetings.
3. Coordinate district’s attendance at annual statewide education convention.

- a. Review information on sessions and training opportunities at the statewide, and present to Board, with suggestions for what opportunities may be especially appropriate for Board members with particular responsibilities, interests or expertise.
- b. Working with the Board and administrative team, identify areas of particular district strength or unique achievement and encourage display, participation or presentation at the statewide convention.
- c. Work with Board members and district staff to assure the meeting of appropriate timetables and deadlines for application and registration for Board participation.

Convention Delegate – this position will not only represent the district at the statewide convention, but also assure that the Board is current on major legislative and legal developments that may impact areas of Board responsibility, and encourage a pro-active role in such activities by the Board.

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. Monitor legislative review information, especially from WASB. Assure that appropriate committees and/or Board officers are aware of such information.
3. Work with the Board president and superintendent 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