



## *RESPONSIBILITIES OF BOARD CHAIR* NEW SUPERINTENDENTS GUIDANCE DOCUMENT

---

### Responsibilities of the School Board Chairperson

**SOURCE:** *THE COUNCIL'S New Superintendents Handbook & School Law 30<sup>th</sup> Edition*  
published by NYSSBA and NYSBA

1. The chair takes the lead in areas of board leadership and management. The superintendent takes the lead in curriculum, school operations, etc. Together they model the leadership partnership in action.
2. The chair speaks for the board, unless someone else is delegated for a specific purpose. The chair is wise to let the superintendent speak for the schools on most occasions.
3. The chair serves as the leader and manager of the board, and assures that:
  - The board does not overstep its limits;
  - All issues are considered, including research when necessary; and,
  - Ample time for discussion is allocated.
4. The chair typically leads the evaluation of the superintendent.
5. The chair consults regularly with the superintendent, anticipating and strategizing issues, concerns, and priorities.
6. The chair is a ready and willing listener to the superintendent's concerns as they emerge; he or she serves as a major advisor.
7. The chair is a private confidante, advisor, and critic when necessary. The chair is the superintendent's number one public advocate.
8. The chair, in cooperation with the superintendent, oversees trustee orientation.
9. The chair organizes the board in the most effective way to conduct its business.
10. The chair needs to involve his or her successor in discussions to assure a smooth transition at the conclusion of the current chair's term. Bringing the new chair up to speed is critical to the health of the board and the school.

- 
11. The chair accepts the responsibility to be the disciplinarian of the board when necessary.
  12. Together the chair and superintendent share responsibility for planning and regular review and evaluation of current plans.
  13. Together the superintendent and chair plan board meeting agendas, and assure timely evaluation of the work of the board.
  14. They remain aware that there will be areas where lines of responsibility blur, and assure their open communication helps determine when joint presence and decision-making is most appropriate.
  15. The chair is willing to put in the time it takes to do all of these things.