

Southside Family Charter School
Board Officer Job Descriptions: Chair

Expectations and responsibilities of the Board Chair:

- Act as the chairperson of the Board of Directors and exercise the functions of the office of the president of the Corporation;
- Preside at all meetings of the Board of Directors and of the school's Members;
- Sign and deliver, in the name of the Corporation, all deeds, mortgages, bonds, contracts or other instruments requiring an officer's signature, unless otherwise directed by the Board;
- Work with the Executive Committee to develop the agenda for regular monthly board meetings;
- Compile agenda and supporting documents for board meetings, and distribute materials to board members and other interested parties in a timely manner;
- Provide direction and oversight to board committee chairs consistent with the directives of the board; and
- Have such other powers and perform such other duties as are prescribed by Minnesota Statutes, Section 317A.305, subd. 2, and as the Board of Directors may from time to time prescribe.