

2.2100 DUTIES OF OFFICERS

Legal References: 115C-41(a), -276(b)

The designated officers of the Board shall be chair, vice-chair, chair pro tempore, secretary, and treasurer. The officers of the Board shall perform all duties and exercise the authority imposed or conferred upon them by the statutes of the State of North Carolina, the State Board of Education, and the By-Laws of Falls Lake Academy, Inc.

A. Duties and Powers of the Chair: Subject to Board control, the Chairman has general supervision, direction, and control of the affairs of the Corporation and the Board, and such other powers and duties as the Board may prescribe.

1) The chair shall:

- preside at all meetings of the Board;
- preserve order at all times;
- appoint committee members and chairs;
- serve as ex-officio member of all committees;
- call special meetings; and
- sign official school and Corporation documents.

2) The chair shall perform all duties required of the office by law and policy and shall execute all documents on behalf of the Board.

3) In order to address the Board, a member must be recognized by the chair.

4) The chairperson has the following powers:

- to rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;
- to determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks;
- to entertain and rule on questions of parliamentary procedure;
- to call a brief recess at any time; and
- to adjourn in an emergency.

5) The chair shall have a vote on all matters for which a motion is made and will serve as spokesperson of the Board for communicating the Board's position to the public.

6) The chair is an authorized joint signer of all checks.

B. Duties and Powers of the Vice-Chair: In the absence of the chair, the vice-chair of the Board shall assume all the duties and powers of the chair, except authorization as a joint signer of checks, and shall perform any/all other duties assigned by the chair.

C. Duties of the Chair Pro Tempore: In the absence of both the chair and vice-chair, the Board may elect a chair pro tempore for that meeting only and the appointment of such temporary officer shall be noted in the minutes. While so serving, a chair pro tempore shall perform the regular duties of the chair.

D. Duties of the Board Secretary:

- record all proceedings of the Board;
- issue all notices and orders that may be made by the Board;
- ensure that the minutes of the meetings of the Board are promptly and accurately recorded in the minutes book noting the time and place of all meetings of the Board, whether they were regular or special minutes, the notice given, the names of those present, and the proceedings. The minutes book will be kept in the office of the chief administrator of Falls Lake Academy and shall be open to public inspection during regular business hours;
- keep or cause to be kept a copy of the FLA Corporation's Charter and Bylaws, with amendments;
- give or cause to be given notice of the Board and Committee meetings as required by law and the FLA Bylaws;
- manage all correspondence on behalf of the Board, except when the chair or the Board directs otherwise in specific individual cases;
- prepare and distribute copies of the agenda as required by law and Board policy;
- maintain current and up-to-date manuals of Board policies and administrative regulations;
- advise the Board of policies previously adopted which affect items on the agenda requiring policy consideration;
- in the absence of the chair and vice-chair, call the Board meeting to order and conduct the election of a chair pro tempore; and
- perform any and all other duties as required by state law, or Board policy, or FLA By-Laws, or as directed by the chair.

E. Duties of the Board Treasurer:

- keep or cause to be kept adequate and correct accounts of the Corporation's properties, receipts and disbursements;
- collect, receipt, and deposit all funds collected by the FLA secretary, and deposit or cause to be deposited the Corporation's funds and other valuables in the Corporation's name and to its credit, with the depositories the Board designates;
- disburse or cause to be disbursed the Corporation's funds as the Board directs;
- maintain physical and legal custody of the FLA checkbook and financial documents, or, if so directed by the Board, cause same to be housed in the office of the FLA chief administrator but available only to those personnel authorized by the Board to have access;
- make books of account available at all times for inspection by any Board member;
- prepare and present a summary account of financial transactions and current financial status for every regularly-scheduled meeting of the Board;
- render or cause to be rendered to the Chairman and the Board, as requested but no less frequently than once every fiscal year, a complete account of the Corporation's financial transactions and financial condition;
- prepare or cause to be prepared any reports on financial issues required by an agreement on loans;
- serve as Chairperson of the Finance Committee;
- reconcile each monthly bank statement; and
- serve as official liaison between the Board and any financial management company or agency authorized by the Board to handle the Board's finances, whether in whole or in part.

The treasurer is an authorized joint signer of all checks.

F. The FLA Chief Administrator serves the Board in an employee capacity, but also serves as custodian of all official Board documents. The chief administrator shall maintain a locking file cabinet in his/her office wherein reside all such documents, along with any other Board materials deemed appropriate to be kept in his/her custody.

The FLA chief administrator shall be considered a privileged guest of the Board at all meetings of the Board and any and all Board committee meetings unless specifically excluded at the direction of the Board chair or the chair of any Board committee, and shall have the duties and responsibilities associated with ex-officio status with regard to Board and committee meetings, events, and activities.