

Board Officer Role Descriptions – Public School Academy

Board President (Board Chair)

Primary Role:

Provides leadership to the board of directors and ensures the board fulfills its governance responsibilities.

Key Responsibilities

- Preside over all board meetings and maintain orderly and productive discussion.
- Work with the school leader and academy staff to **develop meeting agendas**.
- Ensure the board focuses on **governance, policy, and oversight rather than management**.
- Serve as the **primary liaison between the board and the school leader or education service provider**.
- Sign board-approved contracts, resolutions, and official documents.
- Facilitate board development, including orientation of new board members.
- Lead or coordinate the **evaluation of the school leader or education service provider**.
- Represent the board in official or public functions when appropriate.

Leadership Expectation

- Sets the tone for board culture, collaboration, and effective governance.

Vice President (Vice Chair)

Primary Role:

Supports the President and ensures continuity of board leadership.

Key Responsibilities

- Preside at board meetings in the **absence of the President**.
- Assist the President with board leadership and governance responsibilities.
- Serve as a **key advisor to the President** on board operations and governance matters.
- Perform duties or lead projects as assigned by the board or President.
- Assume the role of President if the position becomes vacant until a new President is elected.



**DIVISION OF K-12
EDUCATION INNOVATION
AND SCHOLAR SUCCESS**
GRAND VALLEY STATE UNIVERSITY®

Leadership Expectation

- Provides stability and support within the board leadership structure.

Board Secretary

Primary Role:

Ensures accurate documentation and compliance with public meeting requirements.

Key Responsibilities

- Ensure **accurate minutes are recorded** for all board meetings.
- Maintain official board records, resolutions, and governance documents.
- Ensure meeting notices and documentation comply with the **Michigan Open Meetings Act**.
- Certify and distribute meeting minutes and official board documents.
- Maintain the board's document archive and governance records.
- Assist with maintaining board policies and bylaws.

Leadership Expectation

- Protects the **transparency and legal integrity** of board actions.

Board Treasurer

Primary Role:

Provides oversight of the school's financial integrity and fiscal accountability.

Key Responsibilities

- Chair or work closely with the **finance committee**.
- Review and interpret financial reports for the board.
- Monitor the school's **budget, financial condition, and fund balance**.
- Ensure appropriate financial controls and compliance requirements are followed.
- Oversee presentation of the **annual budget and financial audit** to the board.
- Ensure funds are disbursed only as authorized by the board and consistent with policy.



**DIVISION OF K-12
EDUCATION INNOVATION
AND SCHOLAR SUCCESS**
GRAND VALLEY STATE UNIVERSITY®

- Serve as a liaison with the school's business office, management company, or finance staff.

Leadership Expectation

- Helps the board fulfill its **fiduciary duty and stewardship of public funds**.

Important Governance Note

Board officers **do not have authority outside the board acting as a body**. Their primary function is to **facilitate the work of the board**, not to supervise school staff or make unilateral decisions.

All officers remain bound by the board's fiduciary duties:

- **Duty of Care**
- **Duty of Loyalty**
- **Duty of Obedience**



**DIVISION OF K-12
EDUCATION INNOVATION
AND SCHOLAR SUCCESS**
GRAND VALLEY STATE UNIVERSITY®