

Ms. Perla Tabares Hantman, Chairman

SUBJECT: DUTIES AND RESPONSIBILITIES OF THE CHAIRMAN OF THE SCHOOL BOARD

COMMITTEE: PERSONNEL, STUDENT, SCHOOL & COMMUNITY SUPPORT

LINK TO STRATEGIC PLAN: EFFECTIVE & SUSTAINABLE OPERATIONAL PRACTICES

Pursuant to Florida Statute 1001.371, each year the School Board organizes and elects its Chairman and Vice Chairman to serve for a period of one (1) year. The duties and responsibilities of the position of Chairman of the School Board are covered in several State statutes and Board policies, and include some of the following duties:

- Perform all duties imposed by State statutes and School Board policies.
- Act as the presiding officer at School Board meetings.
- Manage the orderly conduct of School Board meetings.
- Convene special School Board sessions and meetings.
- Represent the Board at official engagements.
- Appoint School Board Members to Board committees and community organizations.
- Sign official documents requiring the signature of the Chairman.
- Determine approval of good cause items.
- Receive and send official correspondence.
- Serve as work location administrator and worksite supervisor for departmental support staff assigned to the Office of School Board Members.

This agenda item seeks to direct the School Board Attorney to conduct a comprehensive review of the duties and responsibilities of the position of Chairman of the School Board and provide the Board with an inclusive report of these duties and responsibilities.

This item has been reviewed and approved by the School Board Attorney's Office as to form and legal sufficiency.

**ACTION PROPOSED BY CHAIRMAN
MS. PERLA TABARES HANTMAN:**

That The School Board of Miami-Dade County, Florida, direct the School Board Attorney to conduct a comprehensive review of the duties and responsibilities of the position of Chairman of the School Board and provide the Board with an inclusive report of these duties and responsibilities. This report must be provided to the Board at the Personnel, Student, School & Community Support Committee Meeting of October 12, 2022.