

**HOOKSETT SCHOOL DISTRICT
BOARD OFFICERS**

The officers of the Hooksett School Board shall be a Chairperson, a Vice-Chairperson, and a Clerk. The officers shall be elected at the annual organization meeting to serve until the next annual organization meeting or until a successor is elected. Any vacancy in any of such offices may be filled at any meeting of the Board provided that all members of the Board have been notified prior to the meeting that the vacancy will be filled at such meeting. The Superintendent is the chief executive officer and an ex-officio member of the Board and shall be the Executive Secretary ex-officio.

CHAIRPERSON

The Chairperson shall consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

VICE-CHAIRPERSON

The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence, and such other powers and duties as the School Board may from time to time determine.

CLERK

The Clerk shall be responsible for Board correspondence when directed by the Chairperson. The Clerk shall take roll-call votes on financial motions and when requested by a Board member.

Adopted: October 12, 1999

Revised: August 15, 2023