

Duties and Responsibilities of Chairperson and Vice-Chairperson

1. The chairperson of the Board shall preside at meetings.
2. The chairperson may appoint special committees of the Board, subject to Board approval.
3. The chairperson may call special meetings of the Board.¹
4. The chairperson may make or second motions and vote on motions.
5. The chairperson shall countersign all orders of the Board² (including contracts and reports as required by law).
6. When outside agencies send communications and notifications only to the chairperson, s/he shall bring before the Board information intended for all Board members.
7. As such matters may require Board consideration, the Chairperson and/or Board Secretary shall bring matters that occur between Board meetings to the Board.
8. The Chairperson shall perform all duties as required by statutes and other duties as prescribed by Board action.
9. Communications on behalf of the Board are developed by the Board to inform the audience of decisions of the whole Board and accurately reflect Board meetings.
10. The vice-chairperson shall perform the duties of the chairperson in the absence of the chairperson.

REFERENCES:

¹[KRS 160.270](#)

²[KRS 160.440](#)

Adopted/Amended: 10/20/1997

Order #: V-B