**Officers of the Board: Duties**

The president of the board shall preside at all meetings and shall appoint committees unless otherwise directed by the board. He shall have the right, as other members of the board, to make or second motions, to discuss questions, and to vote. The president of the board may not act for or on behalf of the board without prior specific authority from a majority of the board to do so. All communications addressed to the president shall be turned over to the superintendent for appropriate action or consideration by the board.

The vice-president shall perform the duties of the president in the absence of the president.

The secretary shall sign legal documents as required by law and perform such other duties as may be prescribed. In the event of the inability of the secretary to attend, the president shall appoint one of its members to assume secretarial duties for said meeting.