

The Colorado Association of School Boards

Board of Directors Guide



Colorado Association of School Boards

1000 E. 17th Avenue, Suite 1000, Denver, CO 80202 | (303) 733-1000 | (800) 533-6100 | (303) 733-1001

Introduction

The Colorado Association of School Boards was established in 1940 to provide the structure through which school board members could unite in efforts to promote the interests and welfare of Colorado school districts.

Today, CASB advocates the interests of local boards of education to groups both within and outside the education community. CASB also provides information, services and training programs to support school board members as they govern their local school districts.

All of Colorado's 178 school districts are CASB members, representing approximately 1,300 school board members and superintendents statewide. A 19-member board of directors comprised of local school board members from across the state governs the association.

CASB Leadership

As of January 2009, CASB will be governed by a 22-member Board of Directors, comprised of both elected and appointed members of boards of education from across the state, representing CASB's 12 geographic regions. CASB Board members are elected each year at CASB's annual convention and serve three-year terms. In addition, anyone in Colorado who serves as a member of the NSBA Board of Directors will also serve on the CASB Board in an at-large position. The State Board of Education is also invited to designate one of its members on an annual basis to serve as a liaison to the CASB Board of Directors.

CASB Officers

CASB Board of Directors officers are the President, Immediate Past President and President-Elect. These officers, elected at the Board's annual retreat in January, plus four other members of the Board, comprise the Executive Committee. The at-large position due to membership on the NSBA Board of Directors also shall serve on the Executive Committee with full voting privileges.

CASB Delegate Assembly

CASB's Delegate Assembly is responsible for adopting resolutions regarding the positions of the Association, adopting bylaws, establishing a dues schedule and conducting any other business that might come before it. The Delegate Assembly meets each fall, and also at the annual convention. If there is a need, the Board of Directors can also call for a *Special Delegate Assembly*. It is the right (and responsibility) of each member board to send one voting delegate to the Delegate Assembly. Each year, the resolutions passed by the Delegate Assembly become the framework for CASB's government relations activities.

CASB Board of Directors Job Description

The Board of Directors is responsible for establishing policies for the Association, as well as maintaining contact with other organizations whose work affects local boards of education. The Board of Directors hires the Executive Director, conducts an annual evaluation of the Executive Director, and approves the annual budget. Members of the Board of Directors serve as liaisons to other committees as appropriate. The liaisons to these committees are appointed by the CASB President.



Board Member Responsibilities

In order to accomplish the overall mission of the organization and to achieve the Board's objectives, each member of the Board will to the best of his or her ability undertake the following responsibilities.

Link to membership

Board members will strive to:

- promote membership in CASB
- serve as liaisons between CASB and boards in each region, meeting and communicating with local boards about relevant issues and apprising the CASB staff and Board about the concerns and needs of local boards
- serve as ambassadors of CASB, being knowledgeable about CASB policies, goals, plans and services
- participate in and preside at regional conferences sponsored by CASB
- attend and participate in appropriate conferences and workshops conducted by CASB and the National School Boards Association

Governance

Board members will strive to:

- Prepare well for each Board meeting, through careful study of the agenda and its support materials, other relevant materials, and through discussion of agenda items, when appropriate, with CASB board members colleagues, fellow school board members, and others
- Attend the quarterly meetings of the Board and arrange travel schedules in advance to permit on-time arrival and staying through the full meeting
- Participate effectively in the Board meeting by ensuring that concerns are heard by the whole Board. Each Board member is expected to retain an open mind until all the facts and viewpoints on issues are before the Board. Voting by individual Board member should be based on what is in the best interests of CASB. Once a decision is made, the Board member is expected to support the Board's decision, even when the Board member may have some reservations about it
- Evaluate and follow-up on the actions taken in the Board meeting, by monitoring how the actions of the Board are being implemented in the short and long run, and bringing up any concerns with the Board President, Executive Director or Board of Directors as appropriate
- Fulfill responsibilities of any assignment to serve on a committee or as a CASB appointed representative in accordance with the purpose of the committee or the nature of the representation on behalf of CASB and consistent with the levels of preparation, attendance, participation and evaluation set forth above

Advocacy

Board members will strive to:

- serve as vigorous advocates for CASB and local boards, locally and at state and regional levels, to promote the best interests and support the mission of the organization to the public and to federal, state and local lawmakers and leaders
- serve as ambassadors of CASB, being knowledgeable about CASB policies, goals, plans and services

Adopted: September 6, 2003

Board of Directors, Colorado Association of School Boards



Colorado Association of School Boards

1000 E. 17th Avenue, Suite 1000, Denver, CO 80202 | (303) 733-1000 | (303) 733-1001 | (303) 733-1002 | (303) 733-1003 | (303) 733-1004 | (303) 733-1005 | (303) 733-1006 | (303) 733-1007 | (303) 733-1008 | (303) 733-1009 | (303) 733-1010

The President's Role

The President presides over meetings, represents the Board to outside parties, and conducts all other duties specified in Board policies or direction.

Presiding over meetings

The President is empowered to chair Board meetings, Executive Committee meetings, business sessions at the annual convention and special meetings of CASB membership with all the commonly accepted power of that position as described by *Roberts Rules of Order*. The President may schedule meetings of the Board and call special meetings as necessary. The President will consult with the Executive Director and members of the Board in planning meeting agendas. The President will assure that Board meeting deliberations are fair, open, and thorough, but also efficient, timely and orderly.

Representation of the Board

While all Board members may report on Board decisions and activities to members and to the public, the President is the only Board member authorized to speak for the Board. The President may appoint individual Board members to act as representatives of CASB to various groups, meetings and other functions. In addition, the President shall appoint members of Board committees (ad hoc and standing committees) and CASB delegates to the annual NSBA convention.

Other authority

The President shall conduct all other duties required by Board policy or other Board direction. The President has no authority as an individual to supervise or direct the Executive Director or other members of the staff, or to otherwise act on behalf of CASB.

Adopted: March 1, 1997

Revised: September 6, 2003

Board of Directors, Colorado Association of School Boards



Executive Committee, President-elect and Past-President

Executive Committee

The purpose of the Executive Committee is to facilitate the work of the Board of Directors and to take final action on behalf of the Board of Directors when necessary because of extraordinary circumstances preventing a meeting of the full Board.

Membership: The Executive Committee shall consist of the President, President-elect, immediate Past-President and four others elected from the members of the Board of Directors. In addition, anyone who serves as a director-at-large because of membership on the NSBA Board of Directors also shall serve on the Executive Committee.

Authority: In accordance with Article V, Section 6 of the CASB bylaws, the Executive Committee shall be authorized to act on behalf of the Board when matters arise which warrant attention prior to a meeting of the Board. Any action taken by the Executive Committee in this interim period shall be reported at the next meeting of the Board.

The Executive Committee will:

- act on behalf of the Board of Directors in extraordinary circumstances when the Board is unable to meet
- anticipate issues for discussion with the full Board
- review and provide information about candidates for appointment to fill vacancies on the Board
- provide appropriate representation of CASB with other organizations
- assume other tasks as assigned by the Board of Directors

When possible, all Board members will be notified in advance of meetings of the Executive Committee. Any Board member may participate in Executive Committee meetings, at his or her expense, but only Executive Committee members shall be permitted to vote.

Agendas of regularly scheduled meetings of the Board of Directors will include a report by the Executive Committee. This report may be written or verbal.

Any committee member who is unable to devote the expected time to the affairs of the committee, as demonstrated by his or her absence from three consecutive committee meetings, will be expected to resign from the committee.

President

The term of the President shall begin on the second to the last day of the annual convention held during the first weekend in December each year and shall continue until a successor shall become President on the second to the last day of the next following annual convention. The term of the President or President-elect may begin at a different time than the time specified in this policy only in circumstances provided for in the bylaws or by this policy.

Elections

Elections of the President-elect and members of the Executive Committee who are elected shall be conducted by the following procedures:

- Members of the CASB Board of Directors desiring to become candidates for either the Executive Committee or for the position of President-elect shall forward to the current CASB Board President,



not later than 10 days prior to the first day of the Board's annual retreat in January, the following information:

- a statement of intent to become a candidate for the specified position and
- a resume highlighting appropriate activities and qualifications for the position.
- The current CASB Board President shall provide copies of this information to every member of the CASB Board of Directors not later than the first day of the annual CASB retreat in January. The CASB Board President shall take all steps reasonably possible to ensure that every member of the Board of Directors shall receive copies of this information at approximately the same time.
- Candidates for any position shall not campaign during the retreat. Candidates may answer questions or discuss their candidacy when approached by fellow Board members.
- An election to fill the positions of President-elect and members of the executive committee shall be conducted by the Board of Directors during the last day of the annual retreat in January.

Upon majority vote, the Board of Directors may adopt any procedures necessary to address unexpected and emergency circumstances and to ensure that qualified members of the Board of Directors serve in any of the elected positions on the CASB Board. The Board of Directors may not take any action that is inconsistent with the requirements of the bylaws.

Immediate Past-President

Pursuant to the Foundation bylaws, the immediate Past-President of CASB shall serve as the President of the CASB Foundation Board of Directors for one year. If the Past-President of CASB is no longer qualified or desirous of serving in this capacity, the current President of CASB will appoint a qualified person to serve.

If the immediate Past-President of CASB is no longer serving on his or her local school board and therefore does not meet the eligibility requirements to serve as an official CASB director, at the discretion of the CASB Board, the immediate Past-President may be asked to continue serving on the CASB Board in an *ex officio* capacity. In such capacity, the Past-President shall be invited to attend all portions of the CASB Board of Director meetings, except when for legal or liability reasons the Board excludes the Past-President from attendance in an executive session, and may participate in the Board meetings as a non-voting *ex officio* member of the Board. The immediate Past-President serving as an *ex-officio* member of the board shall be identified for all CASB purposes as the immediate Past-President.

Adopted: January 10, 1999

Revised: September 22, 2001; September 6, 2003; December 3, 2003

Board of Directors, Colorado Association of School Boards



CASB Staff

CASB currently employs 22 staff and consultants and four employees for the Legal Services Program to meet the needs of the membership.

Executive Director Job Description

The Executive Director's performance shall be considered synonymous with CASB's performance as a whole. Consequently, the Executive Director's job description can be stated as performance in two areas:

- Organizational accomplishment or reasonable progress toward accomplishment of the Board's policies, goals and plans
- Organizational operation within the boundaries established in Board policies

Executive Director's Role

The Executive Director is accountable to the Board acting as a body. The Board will instruct the Executive Director through written policies and development of Annual Board Goals, delegating to him/her the authority to reasonably interpret and implement those policies and goals.

In accordance with Article V, Section 1c of the CASB bylaws, the Executive Director shall be an *ex officio* member of the Board of Directors, having all the privileges of elected members except the privilege of voting.

Adopted: March 1, 1997

Revised: December 4, 2002

Recoded: December 2003



Your CASB Staff

Ken DeLay, *executive director*
kdelay@casb.org

Jane Urschel, Ph.D., *deputy executive director*
jurschel@casb.org

Jennifer Reeve, APR, *assistant executive director*
jreeve@casb.org

Randy Black, *director of member relations*
rblack@casb.org

Linda Buckalew, *business manager*
lbuckalew@casb.org

Renée Combs, *executive assistant, conferences and communications*
rcombs@casb.org

Debbie Flynn, *executive assistant*
dflynn@casb.org

Julie George, *director of government relations*
jgeorge@casb.org

Alan Hentschel, *receptionist; executive assistant, member relations*
ahentschel@casb.org

Jeri Hodgson, *director of policy services*
jhodgson@casb.org

Jessica Kinghorn, *director of communications*
jkinghorn@casb.org

Lauren Kingsbery, *of counsel*
lkingsbery@casb.org

Ana Navratil, *executive assistant, government relations*
anavratil@casb.org

Virginia Panzer, *paralegal/executive assistant, policy, legal & advocacy*
vpanzer@casb.org

Corina Sepulveda, *executive assistant, policy services*
csepulveda@casb.org

Kathy Shannon, *director of member legal resources and policy counsel*
kshannon@casb.org

Kathleen Sullivan, *attorney, associate director, CASB legal services program*
ksullivan@casb.org

Nancy Weiss, *director of conferences*
nweiss@casb.org

Susan Zamudio, *director of executive & administrative services*
szamudio@casb.org

Special Projects Consultants

Bob Cito, *superintendent search service*
bbcito@comcast.net

Vera Dawson, Ed.D., *educational services*
veradawson@aol.com

Lynne Hunt, *policy services and Prism*
lynnebhunt@qwest.net

Jim Weigel, *Policy Governance® service*
jjweigelsprint@earthlink.net

David Price, *of counsel, CASB Legal Services Program*

