



Book	Policy Manual
Section	1000 Governance
Title	FSBA EXECUTIVE OFFICERS
Code	po1010
Status	Active
Adopted	June 1, 1991
Last Revised	October 12, 2022

1010 - **FSBA EXECUTIVE OFFICERS**

The FSBA Executive Officers shall be responsible for facilitating the work of the Board of Directors and the Association. The Executive Officers shall:

- A. Convene upon the FSBA President or Chief Executive Officer's request for the purpose of discussing FSBA business matters or other vital issues, formulating recommendations, and providing directions to the FSBA staff.
- B. Meet and collaborate at least thirty (30) days prior to the FSBA Annual Meeting, as described in Article IX, Section 3., of the FSBA Bylaws to make appointments for Chair and Vice Chair of standing and ad hoc committees.
- C. Direct and monitor the long range/strategic planning process.
- D. Review specific goals and objectives for each standing and ad hoc committee for the purpose of identifying future activities and targeting new goals and objectives to align with FSBA's long range/strategic planning directions, goals, and action items. The goals and objectives of standing committees shall align with FSBA's mission, vision, and strategic plan, or the FSBA President's focus area.
- E. Include the Legislative Chair and Vice Chair when discussing State legislative issues and the Federal Relations Committee when discussing Federal legislative issues.
- F. Collaborate with the Chief Executive Officer in planning conferences and establishing meeting agendas.
- G. Coordinate and collaborate to review the Chief Executive Officer as required.

Revised: 6/02; 6/04; 6/06; 6/07; 6/10; 6/13; 12/19

Revised 6/9/22

Technical Correction 10/12/22



Book	Policy Manual
Section	1000 Governance
Title	POWERS AND DUTIES OF FSBA EXECUTIVE OFFICERS
Code	po1012
Status	Active
Adopted	June 1, 1991
Last Revised	June 9, 2022

1012 - **POWERS AND DUTIES OF FSBA EXECUTIVE OFFICERS**

A. The powers and duties of FSBA Executive Officers shall include, but not be limited to, those prescribed in the FSBA Bylaws and herein.

B. The FSBA President shall:

1. Preside at the business sessions of the FSBA General Membership and Board of Directors' meetings and at meetings of the Executive Officers.
2. Consult with the FSBA Chief Executive Officer in planning meeting agenda.
3. Present matters to the Board of Directors which may require its attention or consideration.
4. Be responsible for the orderly conduct of all FSBA business meetings.
5. Confer with the FSBA Chief Executive Officer on crucial matters which may occur between FSBA business meetings.
6. Assist the Chief Executive Officer in selecting meeting dates for the annual FSBA calendar.
7. Select, in conjunction with the FSBA Chief Executive Officer, school board members to serve as representatives on commissions, committees, associations, etc., convened by other organizations.
8. Represent FSBA in its external relations with state and national organizations and attend conferences, workshops, and meetings sponsored by such organizations.
9. Serve as spokesperson for FSBA.
10. Prepare and present a President's report at each General Membership and Board of Directors' meeting.
11. Select a location and assist with the planning of the annual Board of Director's Retreat.
12. Determine a "focus area" for his/her term of office.
13. Meet and collaborate with the Executive Officers at the FSBA Annual Meeting, as described in Article IX, Section 3., of the FSBA Bylaws, to make appointments for Chair and Vice Chair of standing and ad hoc committees.

C. The FSBA President Elect shall:

1. Serve as the Sergeant at Arms at FSBA conferences and meetings with the responsibility of coordinating the orderly beginning of meetings;
2. Serve as an ex-officio Trustee for the Florida School Boards Insurance Trust Program;
3. Accompany the President to a minimum of three (3) non-association meetings to prepare for succession to the Presidency when possible; and,
4. Serve as Chair of the Long Range Planning Committee.

D. The Vice President shall:

1. Serve as Chair of the Policy Committee;
2. Monitor the attendance of the Board of Directors at each scheduled meeting; and,
3. Serve as Trustee for the Florida Education Purchasing Consortium, if applicable.

E. The Treasurer shall:

1. Serve as the Chair of the Finance Committee; and,
2. Serve as Trustee for the Florida Education Purchasing Consortium, if applicable.

Revised: 6/02; 6/04; 6/07; 6/09; 6/11, 6/15; 12/19

Revised 6/9/22



Book	Bylaws
Section	Bylaws
Title	OFFICERS
Code	Article IV
Status	Active
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Article IV - **OFFICERS**

Section 1. - The Executive Officers of the Association shall be the President, President Elect, Vice President, Treasurer, the Immediate Past President, and Chief Executive Officer (Ex-Officio), and shall be referred to as the Executive Officers.

Section 2. - All Executive Officers, except the Immediate Past President, President, and the Chief Executive Officer, shall be elected by ballot of a majority of the membership in attendance at the Annual Meeting of the Association. Provided however, a ballot election shall be suspended for an uncontested election and an acclamation or voice vote shall be conducted. Their term of office shall begin at the fiscal year following their election and they shall serve for a period of one (1) year.

Section 3. - The Chief Executive Officer shall be a full-time employee engaged by the Board of Directors of the Association and shall serve at its discretion. The Executive Officers shall conduct an annual performance evaluation of the Chief Executive Officer and shall report its findings to the Board of Directors at the Annual Meeting.

Revised 6/9/22



Book	Bylaws
Section	Bylaws
Title	DUTIES OF OFFICERS
Code	Article V
Status	Active
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Last Revised	June 9, 2023

Article V - **DUTIES OF OFFICERS**

Section 1. - The Executive Officers shall uphold the mission, policies, and beliefs of the Association and conduct themselves in a manner that reflects positively on these foundational elements.

Section 2. - The President shall preside at all meetings of the Association and the Board of Directors. He/She may appoint any Ad Hoc Committees after collaboration with the Executive Officers, and shall attend all functions as are deemed necessary by the office. The President shall declare vacant the office of any Director who misses two (2) consecutive meetings without sufficient reason.

Section 3. - The President Elect shall perform the duties of the President in his/her absence and shall act in an advisory capacity at all times. In case of a vacancy in the office of the President, the President Elect shall become President for the unexpired portion of the term. If the President Elect has served a term of six (6) months or less, he/she shall have the option of continued service as President of the Association for the following year. If the President Elect has served a term of more than six (6) months, he/she shall be required to apply for the office of President pursuant to procedures in Article XI, Section 2. The President Elect shall succeed the President at the Annual Meeting without further election. The President Elect shall serve as Sergeant at Arms at FSBA conferences and meetings with the responsibility of coordinating the orderly beginning of meetings, serve as an ex-officio Trustee of the Florida School Boards Insurance Trust Program, and Chair the Long Range Planning Committee. The President Elect should accompany the President to a minimum of three (3) non-association meetings to prepare for succession to the Presidency.

Section 4. - The Vice President shall serve as the Chair of the Policy Committee, a member of the Finance Committee, and Trustee of the Florida Education Purchasing Consortium, shall monitor the attendance of the Board of Directors at each scheduled meeting, and shall have other duties as assigned by the President. In case of a vacancy in the office of President Elect, the Vice President shall become, upon confirmation by a majority of the Board of Directors at its next regularly scheduled meeting, President Elect for the unexpired portion of the term. Should the President be eligible for and choose to continue in office pursuant to Section 2. herein, the President Elect shall apply for office pursuant to the nominating procedures described in Article XI, Section 2.

Section 5. - The Treasurer shall act as Chair of the Finance Committee, shall oversee and make budget recommendations to the Board of Directors as approved by the Finance Committee, and shall serve as a Trustee of the Florida Education Purchasing Consortium.

Section 6. - The Chief Executive Officer shall conduct the day-to-day business of the Association office, including the management of all office personnel authorized by the Board of Directors. The Chief Executive Officer shall conduct all other duties as assigned by the Board of Directors, act as Secretary of the Association, and shall be an ex-officio member of all the committees, without vote. The Chief Executive Officer or his/her designee shall approve all checks, drafts, and ACH payments. The Executive Officers shall conduct an annual performance evaluation of the Chief Executive Officer and shall report its findings to the Board of Directors at the Annual Meeting.

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