

TRINITY LUTHERAN CHURCH BOARD OF CHRISTIAN SCHOOL POLICY MANUAL

Responsibilities of Chair

Initial Adoption Date: 4/1/86

IA Code #:

Date of Last Review: 5/7/93 10/6/95 10/10/02

Date of Last Revision: 12/10/96 10/10/02

The Chair shall:

1. Preside over all Board meetings.
2. Call special Board meetings should the need arise.
3. Attend Ministry Planning Council meetings and report on behalf of the Board.
4. Attend and report to the Voter's Assembly.
5. Check on and approve purchase orders exceeding \$500. Review all purchase orders.
6. Be on call for questions and information for the administration, staff, parents, and congregation.
7. Hand out diplomas at graduation and possibly speak at school gatherings.
8. Coordinate the work of any committees of the Board of Christian School.
9. See that Board of Christian School manual is maintained and that all Board members have access to it.