



Four County School Boards Association (4CSBA) Committees and Meetings

Meeting	How Many Meetings Per Year	Who May Attend	Purpose of Meeting
General Membership Meetings	(As scheduled) Association meetings shall be held throughout the year as determined by the BOD	Member districts: BOE members, Superintendents, Business Officials, School Admin @ Superintendents Discretion	Dinner and informative programs in which members gather to share information and experiences and professional development opportunities
Annual Meeting	One in May or June after school board elections	Member districts: BOE members, Superintendents, Business Officials, School Admin @ Superintendents Discretion	Electing officers and conducting other business as deemed necessary by the Board of Directors
Special Business Meetings	As needed	Member districts: BOE members, Superintendents, Business Officials, School Admin @ Superintendents Discretion	As determined by the Board of Directors
Board of Directors Meetings (BOD)	The Board of Directors shall convene at least four times per year and additionally at the discretion of the President or when a request is made to the President by any member	Each member board is invited to appoint one delegate and one alternate to the BOD. The Chief School Officer of each member district is invited to serve in an advisory capacity.	The Board of Directors shall function as the policy making body, conducting the affairs of the Association. Each member board is entitled to one vote.
Agenda Setting Meetings	As needed	Association officers, Executive Director, Coordinator of Membership Services	Set agenda for BOD meetings, discuss speakers for General Membership meetings and Annual Meeting
Audit Committee Meetings	One time per year	The President will appoint the committee: The Treasurer, a Business Official from a member district, 2 members, and the Vice President who chairs the committee.	July/August: review prior year's financials and review expenditures
Legislative Committee Meetings	The Committee meets one Saturday each month September Thru June to draft position papers, meet with local, state and federal legislators, NYS Board of Regents, and representatives from other levels of government and agencies that impact their policy making and public education.	Each member board is invited to appoint one delegate and one alternate. The Chief School Officer of each member district is invited to attend meetings.	The work of this committee will provide the primary means to meeting Association goals. The Association will positively impact legislative, regulatory, and other constituent groups.
Prospective School Board Member Seminar	One time per year in March	Open to all residents at no cost for attendance	This seminar is designed for anyone who is considering running for the board of education or who would just like to know more about the school board.
Get Acquainted Meeting	One time per year in May/June after Board Elections	Newly elected BOE members, BOE Presidents, and Superintendents from member districts	Acquaint new members with Four County SBA
New Board Governance Training	One time per year	All school board members from member districts and non-member districts	Mandated Governance/Orientation training for new school board members
New Board Fiscal Training	One time per year	All school board members from member districts and non-member districts	Mandated Fiscal training for new school board members
Policy Committee	As Needed	The President will appoint the committee and chair	As determined by the Board of Directors