



# MINNESOTA STATE HIGH SCHOOL LEAGUE

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## MSHSL School Board Representative Description

The MSHSL School Board Representative serves as a link between the member school's governing board and the Minnesota State High School League (MSHSL). This position represents the school's interests, supports compliance with MSHSL regulations, and fosters a strong partnership between the member school and the League.

### Responsibilities:

1. **Voting:** Per the MSHSL Constitution Article 208.01, at the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and MSHSL ballots.

One of the designated representatives shall be a member of the school's governing board. In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent. The other voting representative is typically a school administrator or full-time faculty member of the member school.

2. **Knowledge:** MSHSL school board representatives should be familiar with MSHSL Constitution, Bylaws, Policies and Rules, and stay updated on amendments and changes. School board representatives may attend informational meetings such as MSHSL Area Meetings, MSBA State Conference, region meetings, etc. to gain greater understanding of initiatives, rule changes and strategic directions.
3. **Communication:** Maintain open and effective communication channels between their governing board, school administration and their region. Provide regular updates on MSHSL matters to the governing board and community. The MSHSL communicates with member schools through their lead administrator or activities director. School board representatives are encouraged to use this method for any communication with the League Office on matters of concern.
4. **Representative Assembly:** Any proposed amendment will be sent to the member school and directed to the Designated School Board Representative of each member school and that person will be asked to discuss the amendment at a public meeting of the board of education in each school community. In addition, the names of the members of the Representative Assembly will be included in this communication and member schools will be asked to contact the Assembly member who represents them in order to share the opinion formulated at the public meeting described above.

**Other Opportunities:**

1. Each school is urged to form their own internal advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Additional Resources are available on the MSHSL website, [www.mshsl.org/school-board-resources](http://www.mshsl.org/school-board-resources):

