

Board Officers

Duties of the President

The President will:

1. Preside at all meetings of the School Board.
2. Decide all questions of parliamentary order, subject to an appeal by any Board member.
3. Sign all documents on behalf of the Board.
4. Appoint all Board committees and be a non voting member of each committee.
5. Bring before the Board from time to time whatever business may require its attention.
6. Perform such other duties as required by law or as delegated.

Duties of the Vice-President

The Vice-President will:

1. Perform the duties assigned to president in the event of the latter's absence or inability to act.
2. Perform such other duties as required by law or as delegated.

Duties of the Clerk

The Clerk will:

1. Perform duties as required by law.
2. Attend meetings of the Board and cause a complete and accurate record to be kept of all proceedings of Board meetings.
3. Receive all communications addressed to the Board and report the same to the Board.
4. Sign all documents which obligate the Board in any respect and letters which advise of any obligations of the Board.
5. Make and keep a list of all property belonging to the District.
6. File and preserve all reports, resolutions, and documents in a manner convenient for reference and deliver these to his/her successor.
7. Serve or cause to be served all required notices.

Duties of the Treasurer

The Treasurer will:

1. Perform duties as required by law.
2. Sign documents on behalf of the Board.
3. Present at the Annual Meeting the treasurer's report
4. Present a treasurer's report at regularly scheduled meetings of the Board.

Adopted: 9/1/78

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