

## **Policies of the Board of Education**

### **Section B School Board Governance and Operations**

#### **BOARD OFFICERS AND THEIR DUTIES**

**200.12**

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Board officers shall be elected at the annual organizational meeting of the board. The following are to be elected officers for the Board of Education: President, Vice-President, Clerk, and Treasurer.

#### **Duties of President**

The District President shall:

1. Countersign all orders as provided in Wis. Stats. 120.15.
2. Defend on behalf of the district all actions brought against it; prosecute, when authorized by district meeting or board, actions brought by the district.
3. Act as Chairman of board meetings and see that minutes of the meetings are properly recorded, approved and signed.
4. Perform such duties as provided by Wis. Statutes.
5. Decide all questions of parliamentary order subject to appeal by any member of the board.
6. Sign all documents as required on behalf of the board.
7. Appoint all committees as may be at any time provided by motion of the board, and shall be an ex-officio member of each and bring before the board from time to time whatever business may require its attention.
8. The President is entitled to have his vote counted on every issue before the board.
9. Countersign all orders for disbursement of district funds.
10. Bring before the board from time to time, whatever business may require its attention.

#### **Duties of Vice-President**

The vice-president will:

1. Perform the duties assigned to the president in the event the latter's absence or inability to act.

#### **Duties of 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.

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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 board.
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 serve all required notices.
8. Cause all members of the board and District Administrator to be notified of special meeting at least 24 hours prior thereto.

#### **Duties of Treasurer**

The treasurer will:

1. Perform such duties as are provided by Wis. Statutes.
2. Beheld responsible for the proper keeping of school district accounts of all monies raised and apportioned for district. Order checks shall be signed by the President, Clerk, and Treasurer.
3. Cause to be entered into the account books all monies received and disbursed by him/her.
4. Present to the annual meeting a signed written statement of all monies received by him/her during the preceding year.
5. Cause to be deposited funds received by him/her in the name of the district in the public depository by the board.
6. Cause to be entered into the account books all monies received and disbursed according to the Uniform Financial Accounting System for Wisconsin School Districts.
7. Sign all district checks.
8. Prepare and present a tentative annual budget to the board by June 1st of each year, with the assistance of the administrator, and shall expect the administrator's assistance in explaining the budget at the Annual District Meeting.
9. Approve all bills, claims, and salaries, and shall make payment by check. District checks shall be signed by the Clerk, Treasurer, President, or one other member of the board.
10. Arrange for an audit of the financial records of the district.
11. Arrange for payment of board salaries to be paid at the April and October meetings.

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Reference: Wis. Stat. 120.001.22

Adopted by the School Board September 20, 1993

Reviewed by the School Board August 15, 2012