

Policy 204.1

BOARD ORGANIZATION

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OFFICERS OF THE BOARD

At the regular or special meeting of the Board in January of each year, the Board of Education shall elect a President, Vice-President, Secretary and Treasurer.

The duties of these officers are as follow:

President: The president of the board shall be elected by open or closed ballot. The President shall preside at all meeting of the board and shall have a vote on motions placed before the board for action. He/she shall sign on behalf of the board such documents as may require his/her signature. HE/she shall represent the board in deliberations with other boards, districts, or agencies, unless another member of the board or the superintendent is so designated. HE/she shall appoint all committees, unless otherwise specified by the board, call special meetings, and perform all other duties as prescribed by law.

Vice-President: The Vice-President shall perform all duties of the president when he/she is acting in the capacity. The vice-president shall be elected by open or closed ballot.

Secretary: The secretary shall keep in the board minutes an accurate record of all board business. He/she shall sign all papers that require the signature of the board, and perform such duties as are required by law.

The board, at its discretion, may appoint/hire another person to be present and record minutes of regular or special meetings if it so desires.

The secretary shall be elected annually by open or closed ballot of the board.

Treasurer: The treasurer of the board shall be elected annually by open or closed ballot.

The treasurer is the custodian of the monies of the district. He/she shall be bonded, the cost of such bonding to be paid by district funds.

The treasurer shall provide regular reports to the board concerning the financial status of the district. The treasurer shall keep the board advised concerning investments and securities with regard to maturity dates and make recommendations concerning the investments of the district funds. He/she shall make the deposits and transfers of the district's funds on a regular or as needed basis.

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