

BOARD OFFICERS

The organizational meeting for election of officers shall be held according to state statutes. The Board of Education shall elect, for a one-year term, the following officers:

1. President
2. Vice-President
3. Clerk
4. Treasurer

Duties of Officers

1. The President serves as chairperson of all Board meetings and ensures that minutes are properly approved and signed. He/she shall appoint all committees unless otherwise ordered by the Board. He/she will perform other duties as specified by statute.
 2. The Vice-President shall perform the duties of the President in absence of the President. He/she shall perform other functions as designated by the Board.
 3. The Clerk is responsible for ensuring that all proceedings of the School District and School Board meetings are recorded and entered in the District's official records. The Clerk must report the name and address of each officer of the School District to the Clerk and Treasurer of each municipality in which the District is located within ten (10) days of their election or appointment. The Clerk draws orders on the District Treasurer and records them in suitable fashion. The Clerk furnishes an approved school register to each teacher and preserves this register with the records of the District. The Clerk furnishes each teacher a copy of his/her contract with the Board. The Clerk must deliver to the Clerk of each municipality having territory within the District, on or before November 6th each year, a certified statement of the amount of taxes voted and the amount of taxes to be collected for annual payment of any indebtedness. He/she will perform other duties as specified by statute.
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4. The Treasurer is responsible for monitoring the receipt of all monies due the District, deposit of funds into the designated public depository, and disbursement of District funds by check on written order of the Clerk. All checks and payments will be countersigned by the Treasurer. The Treasurer ensures that account books are kept for all receipts and disbursements of the District, and present a written statement of such at the Annual Meeting. He/she will perform other duties as specified by statutes. District funds will be used to purchase a surety company bond, or equivalent liability insurance coverage, that meets the statutory requirements for the Treasurer to fulfill his/her duties.
5. It shall be the responsibility of the Treasurer and Finance Committee to review the monthly report of the receipts and expenditures as presented by the Business Manager.
6. The President, Clerk, and Treasurer shall countersign all checks and other drafts for disbursement of District funds. Board officers may authorize the use of facsimile signatures as provided by statute.

LEGAL REF: WI. ST. 19.88 (1), 66.0607 (3), 120.05, 120.15, 120.16, 120.17

Adopted: _____
Last Revision: March 9, 2011
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