

SERIES 100 – BOARD OPERATIONS

Officers, Auxiliary Personnel of the District – 140

Board Officers (141)

Board Officers will be elected within thirty days of the fourth Monday in April. Board Officers shall serve a one-year term. Board Officers shall consist of the President, Vice-President, Clerk and Treasurer.

Duties of the President

1. Preside at all meetings of the Board of Education.
2. Decide all questions of parliamentary order, subject to appeal by a Board member.
3. Appoint all Board committees, unless otherwise provided.
4. Has the right, as other members of the Board, to offer resolutions, to discuss questions, and to vote on matters.
5. See that the minutes of the meeting are properly recorded and signed.
6. Perform all other duties as prescribed by law or by the Board.

Duties of the Vice-President

1. Chair Board meetings and fulfill the duties of the President in the event of absence or incapacity on the part of the president.
2. Perform all other duties as prescribed by the Board.

Duties of the Treasurer

1. Oversee the deposits in the officially designated district depository all monies paid to the school district.
2. Oversee the payments of expenditures.
3. Present an account of all district monies at the Annual Meeting of the Electors.
4. Perform all other duties as prescribed by law or by the Board.

Duties of the Clerk

1. Keep a record of all proceedings of the Board.
2. Be responsible for the care and custody of the record books of the Board, including all reports, communications, papers and documents relating to the business of the Board or belonging to the Board.
3. Cause written notice to be given to each member of the Board for all Board meetings.
4. Sign documents on behalf of the district as required by the Board or state law.
5. Perform all other duties as prescribed by law or the Board.

Legal Reference: Wisconsin Stats 120.05(1)(c), 120.11(1), 120.15, 120.16, 120.17

Approved: 10/16/06