

**BOARD OFFICERS**

The Board of Education will elect a President, Vice President, Clerk, and Treasurer. Officers will be elected at the organizational meeting of the Board on or following the fourth Monday in April.

**A. Duties of President:**

1. Preside at all meetings of the Board.
2. Decide all questions of parliamentary order, subject to an appeal by any Board member.
3. Appoint all Board committees, unless otherwise provided.
4. Sign all documents on behalf of the Board and countersign all warrants drawn upon the treasurer, except as otherwise provided or delegated.
5. Have the right, as other members of the Board, to offer resolutions, to discuss questions, and to vote.
6. Ascertain that minutes of the meeting are properly recorded, approved, and signed.
7. Perform all other duties as prescribed by law or by the Board.

**B. Duties of Vice President:**

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

**C. Duties of Clerk:**

1. Have the care and custody of the record books and documents of the Board.
2. Cause written notice to be given to each member of the Board for all Board meetings.
3. Cause minutes of each Board meeting to be kept and preserved.
4. Attest any written contract to which the district may be a party when such contract has been authorized by the Board.

5. Countersign all warrants drawn upon the treasurer, except as otherwise provided.
6. Sign documents as required by state, professional and other agencies.
7. Perform such other duties as prescribed by law or by the Board.

D. Duties of Treasurer:

1. Receive and deposit promptly in the officially designated district depository all monies paid to the school district.
2. Keep a record of the receipt of said monies, and will present an account of said monies at the budget hearing.
3. Sign checks in payment of lawfully incurred and properly approved expenditures.
4. Perform such other duties as prescribed by law or by the Board.

E. The Board will employ a secretary for the Board of Education. The secretary will have the following responsibilities:

1. Keep recording of the proceedings as Board meetings and other assigned meetings.
2. To transcribe the recording into written minutes.
3. To present to the Board the written minutes (minutes from one meeting will be presented at the next Board meeting).
4. Responsible for making all corrections on the minutes.
5. Responsible for posting all agenda notices.
6. Responsible for storing and protecting Board minutes.
7. Provide minutes of Board meetings to interested residents.
8. Perform other duties as assigned by the Board of Education.

ADOPTION DATE: July 13, 2005

REVISION DATE(S): March 14, 2005; October 10, 2022

REVIEW DATE(S): September 19, 2022

CROSS-REFERENCE:

LEGAL REFERENCE:      Section 120.05 Wisconsin Statutes  
                                 Section 120.15 Wisconsin Statutes  
                                 Section 120.16 Wisconsin Statutes  
                                 Section 120.17 Wisconsin Statutes  
                                 Section 120.44(2) Wisconsin Statutes