

OFFICERS OF THE BOARD OF EDUCATION AND THEIR DUTIES

Officers of the Board of Education

The following shall be the elected officers for the Board of Education: President, Vice-President, Clerk and Treasurer.

Duties of Board Officers

The **District President** shall:

- 1). Perform such duties as provided by Wisconsin statutes 120.15. The most common of which include:
 - a. Countersign all checks and drafts for disbursement of School District monies.
 - b. Defend, on behalf of the School District, all actions brought against the School District.
 - c. Prosecute, when authorized by an Annual Meeting or the School Board, actions brought by the School District.
 - d. Act as chairperson of School Board meetings and see that minutes of the meetings are properly recorded, approved, and signed.
- 2). Decide any questions of order subject to appeal by any member of the Board.
- 3). Sign all documents, as required, on behalf of the Board.
- 4). 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.
- 5). Be entitled to vote on every issue before the Board.

The **District Vice-President** shall:

- 1). Carry out the duties of the District President in his/her absence.

The **District Clerk** shall:

- 1). Perform such duties as provided by Wisconsin statutes 120.17. The most common of which include:
 - a). Act as Clerk and record or cause to be recorded the proceedings of annual and special meetings.
 - b). Enter or cause to be entered in the record book provided by the School Board the minutes of its meetings, orders, resolutions, and other proceedings.
- 2). Notify or cause to be notified to all members of the Board and District Administrator of special meetings at least 24 hours prior thereto.
- 3). Provide safekeeping of ballots and verification of District Board elections.

The **District Treasurer** shall:

- 1). Perform such duties as provided by Wisconsin statutes 120.16. The most common of which include:
 - a). Cause to be entered into the account books all money received and disbursed by the District.
 - b). Present to the Annual Meeting, a written statement of all money received and disbursed by the School District during the preceding year.
 - c). Cause to be deposited all funds received by the School District in a public depository in the name of the School District, as designed by the School Board.

Wis. Statutes: 120.05 – 120.15 – 120.15 – 120.17

Ref:

Adopted: December 21, 1981
 Revised: January 21, 1985
 Revised: October 20, 1997
 Revised: November 12, 2002

