

POLICY 8412
SCHOOL BOARD OFFICER DUTIES

School Board officers shall be elected each year during the organizational meeting.

SCHOOL BOARD PRESIDENT

The President shall:

1. Serve as chair of all School Board meetings. He/she shall temporarily relinquish the chair to the Vice President during School Board meetings when the President wishes to introduce or second motions.
2. See that minutes are properly approved.
3. Defend the District from actions brought against it and prosecute actions brought by the District.
4. Perform such other duties as required by law or as directed by the School Board.

SCHOOL BOARD VICE PRESIDENT

The Vice President shall:

1. In the absence of the President or under circumstances outlined above, serve as chair of all School Board meetings.
2. Perform other duties as required by law or as directed by the Board.

SCHOOL BOARD CLERK

The Clerk shall:

1. Certify the annual tax levy.
2. Sign official reports and documents on behalf of the School Board.
3. Conduct School Board and referendum elections. Specifically, he/she shall arrange to have the necessary election notices published, obtain necessary materials, verify declarations of candidacy, determine positions on ballots, canvass the election returns, and perform other functions as required by state law. If the Clerk is unable to fulfill any of the required functions relating to the elections, the Vice President shall assume these responsibilities. In the absence or illness of the Vice-President, the Treasurer shall assume these responsibilities.
4. Perform such other duties as required by law or as directed by the Board.

SCHOOL BOARD TREASURER

The Treasurer shall:

1. Receive all money due the District and oversee the deposit and disbursement of all District funds.
2. Be responsible for records of all accounts and disbursements for presentation to the School Board.
3. Supply a surety bond, at District expense, as required by the School Board.
4. Perform such other duties as required by law or as directed by the Board.

SCHOOL BOARD SECRETARY

The person appointed to serve as School Board Secretary shall:

1. Record, for the School Board Clerk, the minutes of all regular and special School Board meetings and maintain records of related matters.
2. Administer, for the School Board Clerk, regular and special School Board and referendum elections.
3. Assist other School Board officers in the performance of their duties.
4. The secretary for the School Board Standing Committees will be assigned to record the minutes of expulsion hearings.

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LEGAL REF.: Wisconsin Statutes
Statutes 120.15 [President duties]
120.16 [Treasurer duties]
120.17 [Clerk duties]

CROSS REF.: 8740, School Board Organizational Meeting

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 8, 1993

REVISED: April 22, 1996
July 10, 2001
February 24, 2015