

## BOARD OFFICERS

### Chairperson

The Chairperson of the Board shall preside at all Board meetings at which he or she is present and shall cosign with either the clerk or treasurer all warrants and checks drawn on the school district treasury. This may be a facsimile signature.

### Vice-Chairperson

In the absence of the chairperson, the vice-chairperson shall preside at the meeting. If neither chairperson nor vice-chairperson is present, the Board members who are present shall elect a temporary chairperson for purposes of the meeting.

### Clerk

The clerk has the responsibility to see that the following occur:

1. See that all warrants and checks are cosigned with the chairperson unless the treasurer's signature is affixed;
2. See that the minutes of the meetings of the Board are kept and a calendar of all matters referred to committees and others, and report action or non-action on the same at each regular meeting;
3. See to the care and custody of the record books and documents of the Board;
4. See that an annual report is made and forwarded to the proper local, county and state officials;
5. Receive and reply to all communications as directed by the Board;
6. See that all papers pertaining to district business are properly filed.

### Treasurer

The treasurer is the custodian of the school district funds. He/She shall see that:

1. An account be kept of the receipts and expenditures of the district;
2. All warrants are cosigned with the chairperson unless the clerk's signature is affixed;
3. All district money is under proper custody and paid out on order of the clerk, countersigned by the chairperson;
4. A financial statement is prepared at any time required by the Board and, at the close of each fiscal year, cause to be published in some newspaper of general circulation within the school district, a detailed report showing the sources of revenue and the purposes for which moneys were expended.

Adopted: 6/14/1990

BCB