

BOARD OFFICERS

The Board officers shall consist of a President, Vice-President, Clerk, Treasurer, and deputy treasurer. Officers shall be elected at the organizational meeting of the Board held at the first meeting after the fourth Monday in April. Nominations for the positions will be made from the floor, and a voice vote or separate written ballot will be taken for each position.

Duties of President

The President shall:

1. Preside at all meetings of the Board.
2. Sign all documents requiring his/her signature on behalf of the Board.
3. Appoint all Board committees and serve as an ex-officio member of each. Ex-officio members have the right to:
 - a. Receive notice of committee meetings at the same time and in the same manner as other committee members;
 - b. Be counted for purposes of determining the presence or absence of a quorum;
 - c. Participate in discussions to the same extent as other committee members;
 - d. Mark or second motions; and
 - e. Vote, if necessary, to break a tie among other committee members.
(Ex-officio members may abstain from voting in the event of a tie).
4. Have the right, as other members of the Board, to offer resolutions, to discuss questions and to vote thereon.
5. Defend on behalf of the district all actions brought against it; prosecute, when authorized by the annual meeting or the board, actions brought by the district.
6. Meet with new Board members, along with the District Administrator, to discuss Board and administrative responsibilities.
7. Perform all other duties incident to the office and those prescribed by state law.

Duties of Vice-President

The Vice-President shall:

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

Duties of Treasurer

The Treasurer shall:

1. Have charge of all school district funds.
2. Keep a record of the receipt of school district monies, and shall present an account of said monies at the annual meeting.
3. Issue and sign checks expending school district funds only as authorized by the Board.
4. Perform all other duties as prescribed by law or by the Board.

The Deputy Treasurer shall:

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

Duties of Clerk

The Clerk shall:

1. Sign all necessary documents and reports as required.
2. Act as secretary of the Board: taping Board meetings, keeping minutes of Board meetings, and entering the minutes into the official record book of the district.
3. Have the care and custody of the record books and documents of the Board.
4. Cause written notice to be given to each member of the Board for all Board meetings.
5. Furnish each teacher with a copy of the contract between him/her and the board.

- 6. Countersign all checks drawn upon the treasurer, except as otherwise provided.
- 7. Perform all other duties as prescribed by law and by the Board.

LEGAL REF.: Sections 19.88 Wisconsin Statutes
 120.05
 120.15
 120.16
 120.17

APPROVED: August 19, 1987

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