

## SCHOOL DISTRICT OF BAYFIELD

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### BOARD OFFICERS

The officers of the Board of Education shall consist of a President, Vice-President, Clerk and Treasurer. Officers shall be elected at the organizational meeting of the Board held on or within thirty days after the fourth Monday in April and shall serve one-year terms.

#### Duties of President

The President shall:

1. Serve as chairperson for Board meetings and see that minutes are properly approved and signed.
2. Countersign orders for disbursement of District funds.
3. Defend on behalf of the District, actions brought against it; prosecute, when authorized by the annual meeting or the Board, actions brought by the District.
4. Receive communications sent to the Board.
5. Sign documents on behalf of the Board.
6. Appoint standing and special committees as provided by motion of the Board. Serve as an ex officio member of each committee.
7. Perform other duties as prescribed by law or by the Board.

#### 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. Receive and deposit promptly in the officially designated District depository, monies paid to the District.
2. File a bond as required by the Board.
3. Keep a record of the receipt of monies to the District, and present an account of said monies at the Annual Meeting.
4. Sign checks in payment of lawfully incurred and properly approved expenditures.
5. Perform other duties as prescribed by law or by the Board.

Duties of Clerk  
The Clerk shall:

1. Attend Board meetings and see that the proceedings of the District and Board meetings are recorded and entered into the records of the District.
2. Deliver to the city and town clerks, as required by law, a certified statement of the amount of taxes voted.
3. Perform the duties of the President in the absence of the President and Vice-President.
4. Countersign orders for disbursement of District funds, except as otherwise provided.
5. Perform other duties as prescribed by law or by the Board.
6. Ensure that reports, resolutions and documents of the Board are filed and preserved in a manner convenient for reference, and serve as the custodian of the records.

LEGAL REF.: Sections 120.05 Wisconsin Statutes  
120.15  
120.16  
120.17

APPROVED: September 13, 1993

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