

## 8300 Board Officers

### Duties of the Chairman

The chairman of the Board will preside at board meetings at which he or she is present and will co-sign with either the clerk/assistant treasurer or treasurer all warrants and checks drawn on the school district treasury. The chairman will also appoint special committees.

### Duties of the Vice-Chairman

The vice-chairman will preside at all meetings in the absence of the chairman. If neither chairman nor vice-chairman is present, the board members who are present will elect a temporary chairman for the purpose of conducting the meeting.

### Duties of the Clerk/Assistant Treasurer

The clerk has the responsibility to:

- co-sign, with the chairman, all warrants and checks unless the treasurer's signature is affixed;
- keep the minutes of the meetings of the Board and a calendar of all matters referred to committees and others, and report action or non-action on the same at each regular meeting;
- have care and custody of the record books and documents for the Board;
- cause the annual report to be made and forwarded to the proper local, county and state official;
- receive and reply to all communications as directed by the Board;
- file all papers pertaining to district business; and
- perform duties of treasurer as needed.

### Duties of Treasurer

The treasurer is the custodian of the school district funds. He/she has the responsibility to:

- cause an account to be kept of the receipts and expenditures of the district;
- co-sign, with the chairman, all warrants unless the clerk/assistant treasurer's signature is affixed;
- have custody of all district money and pay it out on order of the clerk/assistant treasurer, countersigned by the chairman; and
- render a financial statement 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 monies were expended.

ADOPTION DATE: January 25, 1983; Revised/Renumbered November 14, 1989 (formerly 9210-9240); Renamed and reviewed November 13, 2012

LEGAL REFERENCE(S): W.S. 21-3-114 through 21-3-118

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: