

*Officers of the Board*

*Duties of Board Officers*

President

The President shall preside at all meetings. The President may call special meetings at any time. The President shall call a special meeting whenever so requested, in writing, by any three members of the Board.

The President shall be the executive officer of the Board. As such, the President together with the Secretary, when directed by the Board, shall execute any and all deeds, contracts, warrants to tax collectors, reports, and other papers pertaining to the business of the Board, requiring the signature of the President.

After the Board has acted on and approved any bill or account for the payment of money authorized by this act, the President shall sign an order on the Treasurer for the payment of the same. The President shall in no case, sign any order for any sum unless the same has first been acted upon and approved by the Board, and the amount thereof and the name of the payee properly inserted.

Any orders which shall be for the payment of amounts owing under any contracts which shall previously have been approved by the Board, and by the prompt payment of which the District will receive a discount or other advantage, may be signed without the approval of the Board first having been secured. All such orders shall be presented to the Board at its next meeting.

The President shall perform such other duties as the Board may direct and as pertain to the office.

The President shall appoint and remove the Board representatives to committees which require the appointment of Board members and which include non-Board members unless the law or the by-laws of the committee require otherwise. Such appointments are subject to approval of a majority of the full Board.

Vice-President

In the absence of the President, the Vice-President shall (1) preside at all meetings, (2) call special meetings whenever so requested by any three members of the Board, and (3) when directed by the Board shall execute any and all deeds, contracts, warrants to tax collectors and other papers pertaining to the business of the Board, and perform all other duties imposed by the President.

The Board, upon request of the President, may authorize its Vice-President to sign checks or vouchers for the payment of current expenses and salaries.

Secretary

The Secretary shall keep a correct and proper record of all the proceedings of the Board, and shall prepare such reports and keep such accounts as are required by the provisions of the School Code.

The Secretary shall after the Board has acted on and approved any bill or account for the payment of money authorized by this act, prepare and sign an order on the Treasurer for the payment of the same. The Secretary may prepare and sign orders on the Treasurer for the payment of amounts owing under any contracts which shall previously have been approved by the Board, and by the prompt payment of which the District will receive a discount or other advantage, without the approval of the Board first having been secured.

The Secretary shall attest in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.

The Secretary shall furnish, whenever requested, any and all reports concerning the school affairs of the District, on such form, and in such manner, as the State Board of Education or the Superintendent of Public Instruction may require.

The Secretary shall have general supervision of all the business affairs of the District, subject to the instructions and direction of the Board.

The Secretary shall be the custodian of all the records, papers, office property, and official seal of the District, and at the expiration of the Secretary's term shall turn the same over to the successor.

The Secretary shall keep correct accounts with each receiver of taxes, school Treasurer, or school tax collector of the District, reporting a statement of the same, together with a statement of the finances of the District, at each regular meeting of the Board, which statement shall be entered in full upon the minutes.

The Secretary shall perform other duties pertaining to the business of the District as are required by federal or state law or as the Board may direct.

Treasurer

The Treasurer shall receive all State appropriations, District school taxes, and other funds belonging to the District, and make payments out of the same on proper orders approved by the Board, signed by the President.

The Treasurer may pay out such funds or orders which have been prepared and signed by the Secretary, and signed by the President without the approval of the amounts owing under any contracts which shall previously have been approved by the Board, and by the prompt payment of which the District will receive a discount or other advantage.

The Treasurer shall deposit the funds belonging to the District in the school depository as directed by the Board, and shall at the end of each month make a report to the school controller and to the Secretary of the Board, of the amount of funds received and disbursed during the month. All deposits of school funds by the Treasurer shall be made in the name of the District.

The Treasurer shall settle the Treasurers accounts annually with the Board for each school year.

The Treasurer shall perform such other acts and duties pertaining to the District as the Board may direct, or as may be required by law, and at the end of the Treasurer's term the Treasurer shall promptly pay over to the successor in office the balance of any and all money remaining in the Treasurer's hands, and shall deliver to the successor all books, accounts, and other property of the District.