

BOARD OFFICERS

The Board shall meet in legal session and elect a President, Vice-President, Clerk, and Treasurer on or within thirty days after the fourth Monday in April. Each officer shall hold office for a term of one year or until a successor is elected.

Duties of President

The President will:

Preside at all meetings of the School Board.

Decide all questions of parliamentary order, subject to an appeal by any Board member.

Sign all documents on behalf of the Board.

Appoint all Board committees; be an ex-official member of each committee.

Bring before the Board from time to time whatever business may require its attention.

Duties of Vice-President

The Vice-President shall assume the duties of the President in the event of the latter's absence or inability to act.

Duties of Clerk

The Clerk will:

Perform duties as required by law.

Attend meetings of the Board and cause a complete and accurate record to be kept of all proceedings of board meetings.

Receive all communications addressed to the Board and report the same to the Board

Sign all documents which obligate the board in any respect and letters which advise of any obligations of the Board.

Make and keep a list of all property belonging to the Board.

File and preserve all reports, resolutions, and documents in a manner convenient for reference and deliver these to his successor.

Keep financial accounts in proper condition for reference, and at the close of each month submit to the Board a summary of all receipts and expenditures.

Notify all members of the Board of regular and special meetings and send each member a copy of the minutes of each meeting.

Prepare all contracts and serve all required notices.

Duties of Treasurer

The Treasurer will:

Perform duties as required by law.

Attend meetings of the Board and cause a complete and accurate record of all financial transactions to be kept.

Receive all monies on behalf of the district.

Sign all documents which fiscally obligate the district.

File all documents and reports in a manner convenient for reference and deliver those to his successor.

Submit a monthly financial report to the Board.

LEGAL REF.: Wis. Stat. 120.05
120.06 (10)
120.15
120.16
120.17
120.18