

## APPOINTED BOARD OFFICIALS

At its annual reorganization meeting, the Board of Education shall appoint auxiliary Board personnel for a period of one year.

Auxiliary Board personnel shall include District Clerk, District Treasurer, and Deputy Treasurer.

District Clerk

The District Clerk shall:

1. act as secretary to the Board;
2. attend all regular meetings of the Board;
3. attend all other meetings as directed by the Board and/or Superintendent;
4. make full and accurate minutes of the proceedings of the Board;
5. furnish copies of the minutes to the Board within 15 days following each meeting;
6. maintain official records, Board action file, legal documents;
7. give notice of all meetings of the Board, including the district's annual meeting, special district meetings, and public hearings;
8. administer all school district elections/votes;
9. draft all communications for the Board, the Board President, Vice President, or any Board member so designated by the Board;
10. handle Board members' conference reservations and arrangements;
11. prepare purchase requisitions, as necessary, for the Board and office of the District Clerk;
12. coordinate Board mailings and distribution of materials;
13. channel legal documents;
14. prepare budget documents for District Clerk and Board of Education's operation;
15. perform certain procedural steps to implement appeals;
16. perform all other duties assigned by the Board and/or Superintendent.

District Treasurer

The District Treasurer shall:

1. keep custody of school district funds;
2. manage all district bank accounts subject to the policies and actions of the Board;
3. perform other duties as prescribed in Education law, the Regulations of the Commissioner of Education, and as may be required by the Board.

Deputy Treasurer

The Deputy Treasurer shall carry out the duties of treasurer in the absence or inability of the treasurer.

Date Adopted: 9/20/06