

**SERIES 100  
BOARD OF EDUCATION**

141

**BOARD OFFICERS**

Each year, the Board shall elect officers at its May regular meeting. Board officers shall consist of a President, Vice-President, Clerk and Treasurer.

**Board President**

The Board President shall:

1. Act as chairperson at all Board meetings.
2. See that minutes of the meetings are properly recorded, approved and signed.
3. Countersign all checks, share drafts or other drafts for disbursement of district monies.
4. On behalf of the district, defend all actions brought against the district.
5. Prosecute, when authorized by the annual meeting or the Board, actions brought by the district.
6. Prosecute an action for the recovery of any forfeiture incurred under Chapters 115 to 121 of the state statutes in which the district is interested.
7. Perform other duties as may be required by law or assigned by the Board.

**Board Vice-President**

The Board Vice-President shall:

1. Act as chairperson when the Board President is absent.
2. Perform other duties as may be required by law or assigned by the Board.

**Board Clerk**

The Board Clerk shall:

1. Report the name and post office address of each officer of the district within 10 days after the election or appointment of the officer to the clerk and treasurer of each municipality having territory within the district.
2. Act as clerk and record the proceedings of annual and special meetings.
3. Enter in the record book, provided by the Board, the minutes of its meetings, orders, resolutions and other proceedings.
4. Enter in the record book copies of all Board Clerk reports to the municipal clerks and the certificate of the proceedings of a meeting returned by a temporary Board Clerk.

5. Draw orders on the district treasurer as directed by an annual or special meeting and record all orders drawn on the school district treasurer.
6. Furnish each teacher with a copy of the contract between him/her and the Board.
7. Annually, on or before November 6, deliver to the clerk of each municipality having territory within the district, a certified statement showing that proportion of the amount of taxes to be collected in such year.
8. Have authority to administer the oath of office to Board members.
9. Perform other duties as may be required by law or assigned by the Board.

### Board Treasurer

The Board Treasurer shall:

1. Apply for, receive and sue for all money appropriated to or collected for the district and disburse the same in accordance with state law provisions. Disbursements from the district treasury shall be made by the Board Treasurer upon written order of the Board Clerk.
2. Enter in the account books all money received and disbursed, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid.
3. Present to the annual meeting a written statement of all money received and disbursed by him/her during the preceding year.
4. Immediately upon receipt, deposit the funds of the district in the name of the district in a public depository designated by the Board.
5. Withdraw funds of the district deposited in savings or time deposits by written transfer order in accordance with state law provisions.
6. Perform other duties as required by law or assigned by the Board.

Legal References:     Sections 19.88 Wisconsin Statutes  
   120.05(3)  
   120.11(1)  
   120.12(3)  
   120.15  
   120.16  
   120.17

Cross Reference:     171.2 Agenda Preparation & Dissemination  
   174, Board Organizational Meeting  
   184 Board Minutes  
   661.1 Authorized Signatures  
   673 Payment Procedures

Date of Adoption:    September 26, 1994

Date of Revision:    November 19, 2008