



## ROCKFORD AREA SCHOOLS INDEPENDENT SCHOOL DISTRICT 883 BOARD OF EDUCATION

The board needs to elect a Chairperson, Vice Chair, Clerk and Treasurer. Each of these positions is for one year. The duties are (per Policy 202)

- **CHAIR**--The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.

In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

- **VICE CHAIR** -- The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.
- **CLERK**

1.The clerk shall keep a record of all meetings in the books provided.

2.Within three days after an election, the clerk shall notify all persons elected of their election.

3.On or before September 15 of each year, the clerk shall:

a.file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.

b.make and transmit to the commissioner certified reports, showing (1) condition and value of school property; (2) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner; (3) length of school term and enrollment and attendance by grades; and (4) other items of information as called for by the commissioner.

4.The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.

5.The clerk shall furnish to the county auditor, on or before September 30, an attested copy of the clerk's record, showing the amount of money voted by the school district or the school board for school purposes.

6.The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.



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7.The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

8.The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

● **TREASURER--**

1.The treasurer shall deposit the funds of the school district in the official depository.

2.The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.

3.In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

(The persons who perform the duties of clerk and treasurer need not be members of the school board. The school board by resolution may delegate the duties of clerk and treasurer to persons in the administrative office.)