

CLERK/SECRETARY AND TREASURER

BB 9123

Note: AS 14.14.070 requires the election of a clerk, and further states the School Board may appoint one of its members as board treasurer.

The Clerk/Secretary to the School Board, shall have the following duties:

- ~~1. Prepare and maintain the School Board minutes.~~
- ~~2. Maintain School Board records and documents.~~
- ~~3. Submit to School Board the correspondence addressed to it.~~
- ~~4. Review purchase orders and sign checks.~~
- ~~5. Other duties as assigned by the School Board~~
 1. Certify or attest to actions taken by the Board, when required;
 2. Maintain Board records and documents, as required by law;
 3. Sign the minutes of the Board meetings following their approval;
 4. Sign documents as directed by the Board on behalf of the District and other items which require the signature of the Clerk;
 5. Serve as the presiding officer in the absence of the President and Vice President;
 6. Sign checks; and
 7. Perform other duties as assigned by the Board.

The Board may delegate all ministerial duties of the Clerk/Secretary to the Superintendent or designee, including a hired Executive Secretary. If a treasurer is elected, ~~they he/she~~ may also have any of the above duties, as more specifically assigned by the School Board.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3530 - Risk Management)

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9324 - School Board Minutes)

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

Board Bylaws

[14.14.070](#) *Organization of school board*

Revised: 11/2026

AASB POLICY REFERENCE MANUAL
9/92