BB 9123 CLERK/SECRETARY AND ~~/~~ TREASURER

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~~/Treasurer~~ to the School Board, shall have the following duties:

1. Certify or attest to actions taken by the Board, when required;
2. Maintain Board records and documents, as required by law; ~~Ensure that accurate minutes of board meetings are prepared and maintained.~~
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 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 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 - *Board Minutes)*

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

Added 12/1996

Reviewed 3/2016

Reviewed 8/2020

Reviewed 2/2023

Revised 10/2026

Craig City School District