

DUTIES

0171 **Officers**

0171.1 **President**

The President of the Board will discharge the duties prescribed by law and exercise such other powers as properly pertain to the office. In carrying out his/her responsibilities, the President will:

- A. preside at all meetings of the Board at which s/he shall be present. In the absence of the President, the Vice President shall preside. In the absence of both the President and the Vice President, a member shall preside who is appointed by a majority of the members present;
- B. sign legal forms, documents and reports of the District together with the secretary;
- C. from time to time, bring before the Board such matters as, in his/her judgment, may require the attention of the Board. S/He will see that the policies of the Board are properly enforced;
- D. appear in behalf of the Board in all actions brought by or against it, unless individually a part, in which case this duty will be performed by the secretary;
- E. consult as needed with the Superintendent in planning agendas;
- F. confer with the Superintendent on crucial matters which may occur between Board meetings;
- G. call special meetings of the Board as found necessary;
- H. appoint committees, subject to the approval of the Board;
- I. act as public spokesperson for the Board except as this responsibility is delegated to others.

Adopted 6/26/06

0171.2 **Vice-President**

The Vice-President of the Board of Education shall:

- A. preside at meetings of the Board when the President is not able to attend;
- B. perform other duties appropriate to the office of Vice-President as the Board determines;
- C. in case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.

105/10-13.1

Adopted 6/26/06

0171.3 **Secretary**

The Secretary of the Board of Education shall:

- A. act as clerk at meetings of the Board;
- B. record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;
- C. be the chief election officer of the District with authority to delegate election duties to a member of the administrative staff;
- D. prepare the annual report of the District and other reports required by the State Board;
- E. preserve and file copies of reports, books, papers, and other documents belonging to the office of the secretary or to the School District, and deliver them to a successor in office;
- F. perform other duties required by law or by the Board.

105/10-14

**BOARD OF EDUCATION
GENEVA COMMUNITY UNIT
SCHOOL DISTRICT #304**

BYLAWS
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Adopted 6/26/06

0171.4 **Treasurer**

The Treasurer of the Board of Education shall:

- A. keep the funds of the School District;
- B. keep proper books of account;
- C. keep an account of interest received from invested school funds, and credit interest received to the appropriate fund accounts;
- D. pay out funds for the purposes specified by law, or, in the case of gifts or donations for the purposes for which the money is given or donated, on proper orders signed by the Secretary and countersigned by the President of the Board;
- E. perform other duties the Board may prescribe in its bylaws relating to the administration of School District funds.

105/8-1 et seq.

Adopted 6/26/06

0172 **Legal Counsel**

The Board of Education may employ an attorney(s) to represent the School District or Board in actions brought for or against the District and to render other legal services for the welfare of the School District.

Adopted 6/26/06

0173 **Independent Auditor**

The independent auditor shall:

- A. examine the balance sheet of the District at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;

- B. conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances;
- C. render an opinion of the financial statements prepared at the close of the fiscal year;
- D. make such recommendations to the Board of Education concerning its accounting records, procedures, and related activities as may appear necessary or desirable;
- E. perform such other related services as may be requested by the Board.

Adopted 6/26/06

0175 **Association Memberships**

The Board of Education may maintain membership in the National School Boards Association and Illinois School Boards Association and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and District personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

105/10-22.40

Adopted 6/26/06

0175.1 **School Board Conferences, Conventions, and Workshops**

The Board of Education recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County, State, and National workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.

The President of the Board will regularly receive a record of Board member attendance at conferences.

Adopted 6/26/06
To Policy 10/27/14