

# INDEPENDENT SCHOOL DISTRICT #877 POLICY

## Buffalo-Hanover-Montrose

INDEX TITLE School Board SERIES NO. 200

POLICY TITLE School Board Officers CODE NO. 202

### I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

### II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer and such other officers as determined by the school board. ~~At its option, the school board may appoint a vice chair to serve in the temporary absence of the chair.~~

### III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a vice chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.

### IV. OFFICERS' RESPONSIBILITIES

- A. 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.
- B. The chair will conduct monthly meetings with the superintendent or as the superintendent or board chair deems necessary.
- C. The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.
- D. The ~~Business Manager~~ **Director of Finance and Operations/Controller** shall be the deputy treasurer for purposes of handling duties required of the Treasurer/**Clerk**.
- E. The school board administrative assistant shall perform the duties required of the clerk as assigned.

