

# RESPONSIBILITIES OF THE SCHOOL BOARD

## BOARD DUTIES

- Hire Superintendent, who is an ex-officio member of the board, and Delegate Authority
- Oversight of Human, Financial, and Facility Resources
- Set Policy and Judicial Review
- Collective Bargaining
- Community Relations and Advocacy

### CHAIR DUTIES

#### Per MN Statute

- Preside at all meetings M.S. 123B.14, Subd. 2
- Represent district in all actions M.S. 123B.14, Subd. 2
- Countersign orders M.S. 123B.14, Subd. 2
- Is a voting member M.S. 130.01, Subd. 4
- And all duties usually incumbent on such officer M.S. 123B.14, Subd. 2
- Draw orders in absence of clerk M.S. 123B.14, Subd. 2

#### Per Best Practice

- Guide board process
- Develop agenda with superintendent
- First point of contact with superintendent

### VICE CHAIR DUTIES

#### Per Best Practice

- Exists per district policy
- Performs "Chair duties" during absence of the Chair
- Additional duties as assigned by the Chair or Board

### CLERK DUTIES<sup>1</sup>

#### Per MN Statute

- School district elections (notice, candidate filing, ballots, absentees, returns, results) MSBA Service Manual Chapter 14
- Keep records, make and issue reports M.S. 123B.14, Subd. 14
- Draw orders for payments M.S. 123B.14, Subd. 14

Note: The MSBA Service Manual provides detail references and commentary on MN Statutes that effect School Districts.

### TREASURER DUTIES<sup>1</sup>

#### Per MN Statute

- Make deposits M.S. 123B.14
- Pay Bills M.S. 123B.12, 123B.26
- Promptly pay bills M.S. 471.425
- Make requested reports M.S. 123B.14
- And all duties usually incumbent on such officer M.S. 123B.14, Subd. 2

#### Per Best Practice

- Financial reporting oversight
- Financial procedure and controls oversight



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<sup>1</sup> "... the board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the Office of Business Affairs." Additionally, "The persons who perform the duties of the clerk and treasurer need not be members of the board." M.S. 123B.14, Subd. 1.  
In actual practice, that single person almost always delegates at least some of the duties to others.