

## **ARTICLE IX**

### **Officers and Employees**

#### **Section 9.1 Number: Election**

The officers of Crosslake Community Schools shall be elected for one-year terms by the Board of Directors, and shall consist of a Chairperson, Vice Chair, Treasurer, Secretary and such other officers as the Board of Directors shall determine from time to time.

#### **Section 9.2 Chairperson**

The Chairperson shall:

- (a) Exercise the executive functions of Crosslake Community Schools.
- (b) Preside at all meetings of the Board of Directors.
- (c) Perform such duties and exercise such powers as are necessary of the business and affairs of Crosslake Community Schools as directed by the Board of Directors.
- (d) Sign and deliver, in the name of Crosslake Community Schools, all deeds, contracts, or otherwise directed/appointed by the Board of Education.
- (e) Sign on behalf of the Board of Education/ Board Directors when directed by the Board of Education.
- (f) Have the general powers and duties usually vested in the Office of the President; and,
- (g) Have such other powers and perform such other duties as are prescribed by Minnesota Statutes § 317a.305, subd. 2.

#### **Section 9.3 Vice Chair**

The Vice-Chair shall:

- (a) Exercise the functions of the Office of the Chairperson of Crosslake Community Schools, in the absence of the Chairperson.
- (b) Preside at all meetings of the Board of Directors, in the absence of the Chairperson.
- (c) Ensure that the latest edition of Robert's Rules of Order is used and that all Board Directors are trained in the use of the Rules.
- (d) Work with the and support Board Directors and general public when using Robert's Rules of Order.

#### **Section 9.4 Treasurer (Chief Financial Officer)**

The Treasurer shall:

- (a) Keep accurate accounts of all monies of Crosslake Community Schools received or disbursed.
- (b) Deposit all monies, drafts and checks in the name of, and to the credit of, Crosslake Community Schools in such banks and depositories as the Board of Directors shall from time to time designate.
- (c) Have the care and custody of Crosslake Community Schools' funds and securities.
- (d) Have the power to endorse for deposit all notes, checks, and drafts received by Crosslake Community Schools at the direction of the Board.
- (e) Disburse the funds of Crosslake Community Schools as ordered by the Board of Directors, making proper vouchers, therefore.
- (f) Render to the Board Chairperson and the Board of Directors, whenever required, an account of all the transactions as Chief Financial Officer and of the financial condition of Crosslake Community Schools; and
- (g) Perform such other duties and have such other powers that may from time to time be prescribed by the Board of Directors as prescribed by Minnesota Statutes § 317a.305, subd. 3.

#### **Section 9.5. Secretary**

The Secretary shall maintain the Office of Crosslake Community Schools and shall:

- (a) Attend all meetings of the Board of Directors and all Committees as required.
- (b) Record all proceedings in the Minutes of the Board of Directors and Committees in a book to be kept for that purpose.
- (c) Preserve all documents and records belonging to Crosslake Community Schools.
- (d) Give cause to be given notice of all meetings of the Board of Directors and its Committees; and,
- (e) Perform such other duties as may be prescribed by the Board of Directors.