

## BP 8140 Officers

Note: The following sample policy is based largely on material from Lower Yukon School District and may be revised or deleted to reflect district philosophy and needs.

Each Advisory School Council shall annually elect a chairperson, vice-chairperson, ~~and~~ secretary, and a treasurer. Members may serve consecutive terms as a Board officer.

The duties of the chairperson are to preside at Advisory School Council meetings, appoint all committees of the Advisory School Council, and represent the Advisory School Council at Public meetings, special meetings, and other occasions as directed by the School Board. The Chairperson will also see that all information from the School Board is distributed to other Advisory School Council members. The chairperson shall be an ex-officio member of all Advisory School Council committees.

The duties of the vice-chairperson are to preside at Advisory School Council meetings in the absence of the chairperson and to perform all other duties as shall be assigned by the Advisory School Council.

The duties of the secretary are to ~~insure~~ ensure that an accurate record of the proceedings of the Advisory School Council is kept and that a copy of this record is presented to each Advisory School Council member, the principal/lead teacher or designee, and the Superintendent or designee who will make these records available to the School Board.

The duties of the treasurer are to ~~insure~~ ensure that an accurate financial record of deposits and expenditures of the Advisory School Council is maintained and that a financial report is presented at Advisory School Council meetings. Financial expenditures are made at the direction of the Advisory School Council. The treasurer will submit the Advisory School Council's June and July Bank Statement to the Southeast Island School District Office no later than August of the current year.

*Legal Reference:*

### ALASKA STATUTES

14.08.115 Advisory ~~School Councils~~ school boards in REAA

14.12.035 Advisory ~~School Councils~~ school boards in borough school districts

*Reviewed 1/05*

*Revised 11/11*

Adoption Date: 04/09/98

**Southeast Island School District**