

Duties of President:

1. Preside at all meetings of the Board of Education.
2. Decide all questions of parliamentary order, subject to an appeal by a school board member.
3. Sign all documents on behalf of the School Board.
4. Appoint all School Board Committees.
5. Bring before the school board from time to time, whatever business may require its attention.
6. Perform such other duties as may be assigned by the School Board or required by law.

Duties of the Vice President:

1. Perform the duties assigned to the President in the event of the latter's absence or inability to act.
2. Perform such other duties as may be assigned by the School Board or required by law.

Duties of the Clerk:

1. Keep a complete and accurate record of all proceedings of Board Meetings and Annual Meeting.
2. Sign all documents which obligate the School Board in any respect and letters which advise of any obligations of the School Board.
3. Serve or cause to serve all required notices.
4. Perform such other duties as may be assigned by the School Board or required by law.

Duties of Treasurer:

1. Ensure all funds are deposited and disbursed in accordance with state law.
2. Perform such other duties as may be assigned by the Board and/or in accordance with state law.

LEGAL REF: Wisconsin Statutes Section 120.05, Section 120.15 – 120.17

Policy Adopted: January 5, 2015