

Board Officials

The Board of Cooperative Educational Services shall have the following officials: Clerk, and Treasurer.

At the annual reorganization meeting in July the Board shall appoint each official for a period of one year. If a position should become vacant, the Board shall appoint a new individual at a regular meeting.

Clerk

The Clerk's responsibilities include the following:

1. Attending all meetings of the Board unless otherwise directed by the President.
2. Recording and maintaining the minutes of all Board meetings, including a record of all formal actions and brief summaries of discussions.
3. Notifying Board members and others of Board meetings when requested.
4. Compiling and distributing reports of all committees and executive sessions as requested.
5. Ensuring the publishing and posting of all legal notices concerning school district business.
6. Maintaining a record of Board approved changes to Board policies and ensuring such changes are made.
7. Notifying component Boards of Education about elections for vacant Board positions.
8. Receiving nominations for Board candidates and sending ballots in a timely manner to component Boards.
9. Receiving and counting votes from component districts and notify candidates and Boards of the results.

Treasurer

The Treasurer's responsibilities include the following:

1. Acting as custodian for BOCES' monies and accounts.
2. Checking receipts and overseeing the disbursements of BOCES' monies.
3. Supervising the investment of District monies in accordance with Board resolution.
4. Issuing checks and invoices.
5. Overseeing the bookkeeping system.
6. Presenting a monthly budget status report.

Legal ref: New York Education Law §§2(13), 1701, 2114, 2121

Approved: November 20, 1996