Policy: 141

BARNEVELD SCHOOL DISTRICT

DUTIES OF OFFICE

President

The president presides at all meetings, reviews agendas, receives communications, signs documents on behalf of the Board, appoints committees as necessary, and performs all other duties, etc. as prescribed by law.

Vice President

In the absence of the President, the Vice President shall preside at meetings, receives communications, signs documents on behalf of the Board, appoints committees as necessary, and performs all other duties, etc. as prescribed by law.

Clerk

The Clerk is responsible for ensuring the recording the minutes of the School Board meetings, countersigns all orders for the disbursement of district funds, signs documents requiring a signature, gives legal notices to the district as required, and performs all other duties, etc. as required by law.

Treasurer

The Treasurer is responsible for the receipt of all district monies, record all receipts and disbursements, signs documents requiring a signature, and performs all other duties, etc. as required by law.

Legal Ref: Wisconsin Statutes Sections: 120.15
120.16
120.17

Adopted: September 10, 2014
Reviewed: April 3, 2019