

BOARD OFFICERS, APPOINTED OFFICIALS, AND COMMITTEES

CHAIRMAN – The chairman will preside at all meetings of the Board and will perform other duties as directed by law, state regulation, and by this Board. In carrying out these responsibilities, the chairman will:

1. Countersign all orders drawn by the business manager for claims approved by the Board;
2. Appoint or provide for the election of all committees, of which he or she will be an ex-officio member;
3. Confer with the superintendent as may be necessary and desirable on school or related matters;
4. Call special meetings of the Board;
5. Be entitled to vote and discuss on all matters before the Board; and
6. Perform such other duties as may be prescribed by the Board.

VICE-CHAIRMAN – The vice-chairman of the Board will assume the duties and responsibilities of the president in his or her absence. He or she will also perform such other duties as may be assigned by the Board.

BUSINESS MANAGER – The Board will employ a business manager who may be authorized to make all purchases for the School Board, in compliance with state law and within the budget approved by the Board. Other duties of the business manager include: Keeping an accurate record of Board proceedings; assuming responsibility for a detailed account of all Board business and preparation of periodic and annual reports or receipts and expenditures of the district; Issuing of all warrants for the payment of verified bills, salaries, and contracts approved for payment; publishing proceedings of the Board consistent with laws regarding the publication of Board minutes; assuming responsibility for the conduct of school elections; performing such other duties as the Board may require and as required by law.

COMMITTEES – The Board may authorize the establishment of committees from among its membership as it finds it necessary to study operations in specific areas and to make recommendation for Board action. All committees will be appointed by the Board president. The Board president and the Superintendent will serve as ex-officio members of all committees. Committees will not make decisions for the Board, but instead will advise and make recommendations to the Board for action on the topics that they were assigned to research and discuss.

Legal References: SDCL 13-8-10; 13-8-18; 13-8-26; 13-8-35; 13-8-43

Cross References: BDC – Executive Sessions; DIC – Financial Reports and Statements

Adopted: July 9, 2012