

Hortonville Area School District

Title: Duties of the Board
Officers

Date Adopted: 4/9/79
Date Revised: 1/27/03

Policy No. 2006
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Policy Statement:

Duties of the Board of Education will be delegated to specific individuals as officers.

Rationale:

Delegation of duties enables the Board of Education to work efficiently.

Scope: District-wide

Responsibility: Board of Education

Implementation:

1. President
The President shall act as chairman/chairwoman of all Board meetings and see that minutes of the meeting are properly recorded and approved. He/She defends the District from actions brought against the District. He/She shall perform such other duties as prescribed by Wisconsin Statutes 120.15.
2. Vice President
He/She shall act as chairman/chairwoman of all regular and special Board meetings in the absence of the President. He/She shall have all the duties and powers of the President in the President's absence and insofar as allowed by State law.
3. Clerk
He/She shall record the minutes of all Board meetings and see that they are entered in the record book, and perform such other duties as prescribed by Wisconsin Statutes 120.17.
4. Treasurer
He/She shall invest and disburse money as directed by Board action. He/She shall perform such other duties as prescribed by Wisconsin Statutes 120.16.

Associated Information: Wisconsin State Statute 120.15
Wisconsin State Statute 120.16
Wisconsin State Statute 120.17
Wisconsin State Statute 120.43

President _____ Date _____

Clerk _____ Date _____