

# DUTIES OF BOARD OFFICERS

Waunakee Community School District

141-Board  
Rule 1  
Page 1 of 2

## Duties of President

The president will:

1. Preside at all meetings of the Board of Education.
2. Decide all questions of parliamentary order, subject to an appeal by any Board member.
3. Sign all documents on behalf of the Board.
4. Appoint all Board committees.
5. Bring before the Board from time to time, whatever business may require its attention.
6. Perform such other duties as may be assigned by the Board or required by law.
7. Represent the Board in any representative capacity not otherwise delegated to district staff or district administration.

## Duties of Vice President

1. Perform the duties assigned to the President in the event of their absence or inability to act.

## Duties of Clerk

The Clerk will:

1. Perform duties as required by law.
2. Attend regular meetings of the Board and cause a complete and accurate record to be kept of all proceedings of Board meetings.
3. Receive all communications addressed to the Board and report the same to the Board.
4. Sign all documents which obligate the Board in any respect and letters which advise of any obligations of the Board, unless otherwise delegated by the board on policy.
5. File and preserve all reports, resolutions, and documents in a manner convenient for reference and deliver these to his/her successor.
6. Serve or cause to serve all required notices.

## Duties of Treasurer

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141-Board  
Rule 1  
Page 2 of 2

## Waunakee Community School District

The Treasurer will:

1. Perform duties as required by law.
2. Provide for the application for, receive and sue for all money appropriated to or collected for the school district and disperse the same in accordance with state statutes.
3. Provide for entering into district account books all money received and disbursed by the district specifying the source of the funds, the person to whom paid and the object for which payment was made.
4. Present to the annual meeting a written statement of all money received and disbursed during the preceding year.
5. Provide for the immediate deposit of funds received by the district in the name of the district in a public depository designated by the Board.
6. Provide for the withdrawal of school district funds in savings or time deposits by written transfer order in accordance with state statutes.

### **Adoption/Revision Dates:**

5/10/82

March 1994

January 2002

May 2020 (redesignated as 141-Board Rule 1; formerly Policy 141)