

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Clerk

Section Title: Duties of the Board of Trustees

Sub-section Number 203.3a

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The Clerk of the Board shall perform the following duties:

1. Sign appropriate official documents as authorized.
2. Manage elections and legal notices.
3. Keep accurate and complete records of the Board's proceedings.
4. Serve as custodian of the Board's records and documents.
5. Prepare, issue and serve the orders of the Board.
6. Send to each Board member a written notice of all regular, adjourned, or special Board meetings, together with agenda and appropriate material for the meeting.
7. Prepare tentative minutes of each Board meeting and forward these to each Board member prior to the next regular meeting.
8. Conduct official correspondence of the Board; execute contracts as authorized by the Board; call meetings to order in the absence of the Chairperson and the Vice-Chairperson to elect a Chairperson; and perform all other duties as required by the Board and the Superintendent.
9. Perform such other duties as prescribed by the Board of Trustees.

Adopted: 3/10/87

Amended: 9/12/94

Reviewed: 2007, 2021