

1. THE PRESIDENT SHALL:

- Preside at all meetings of the School Board.
- Represent the School District in all actions.
- Perform all other duties incumbent on the office.

2. THE VICE-PRESIDENT SHALL:

- Assume the duties of the President in the absence of the President.

3. THE CLERK SHALL:

- Keep in books provided by the District a record of all School Board meetings.
- See that the official minute book is available in the school office for public inspection.
- Deliver a certificate of election to the successful candidates for the School Board so the candidates can file an oath of acceptance to the office.
- Be responsible for the publication of the School Board meeting minutes in the official newspaper within thirty days of the board meeting.
- Furnish the county auditor on or before October 10 an attested copy of records showing the amount of money to be levied for district purposes.
- Draw and sign all orders upon the treasurer for payment of school district expenses, such order stating the amount, payee, and the fund drawn upon.
- See that salaries have preference in payment of expenses.
- Keep all School District records in such condition that they may be used as prima facie evidence of School Board action in the courts.

4. THE TREASURER SHALL:

- Receive all monies of the District and be responsible for the same.
- Disburse the monies on orders signed by the President and the Clerk.
- Deposit District monies in the official depositories of the School District.
- Keep an account of each fund showing the source of receipts and disbursements.
- See that orders drawn but not paid due to lack of funds shall be endorsed on the back thereof the words: "Not paid for the Want of Funds", giving the date of endorsement and affixing their signature.
- Make a record of such presentation, nonpayment, and endorsement with the treasure of the District. Such order shall not bear interest of more than the six percent amount allowed by law.

5. DUTIES OF CLERK AND TREASURER SHALL:

- In practice be delegated to the Office of the Superintendent of Schools as provided by Minnesota statutes and Board policy.