

# BYLAWS

## STAFFORD TOWNSHIP BOARD OF EDUCATION

BYLAWS  
0178/page 1 of 3  
Appointment and Duties of Board Secretary

### 0178 APPOINTMENT AND DUTIES OF BOARD SECRETARY

#### Appointment:

The Board of Education shall appoint and may dismiss a Board Secretary and may define the duties and compensation for the position, provided that the Board Secretary shall not receive compensation from the Board for any period during which he/she is an elected or appointed member of the Board. The Board of Education may choose to appoint the School Business Administrator to act as and perform the duties of the Board Secretary. A Board Secretary shall be appointed by a recorded roll call majority vote of its full membership, for a term to expire no later than June 30 of the following school year (the year in which the Board shall be organized).

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of Board Secretary. In the event the Board does not fill the vacancy for the Board Secretary office within 60 days after the vacancy occurs, the Executive County Superintendent shall appoint a Board Secretary who shall receive the same compensation for Board Secretary duties as his predecessor in office received and shall serve until a Board Secretary is appointed by the Board.

#### Duties:

The Board Secretary shall:

1. Strive to conduct himself or herself in a proper manner at all times;
2. Be responsible for the conduct of all duties legally assigned to his/her position including:
  - a. Providing adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law, N.J.S.A. 10: 4-8d, 10: 4-19; 18A: 10-4, 18A: 17-7;
  - b. Recording the minutes of all proceedings of the Board and the results of annual or special school elections, N.J.S.A. 18A: 17-7;



# BYLAWS

## STAFFORD TOWNSHIP BOARD OF EDUCATION

BYLAWS

0178/page 2 of 3

### Appointment and Duties of Board Secretary

- c. Collecting tuition fees and other moneys due the Board and transmitting them to the Treasurer of School Moneys, N.J.S.A. 18A:17-8;
- d. Examining and auditing all accounts and demands against the Board, presenting them to the Board at its meetings, indicating the Board's approval and sending them to the Treasurer for payment, N.J.S.A. 18A:17-8, 18A:19-4;
- e. Keeping accounts of the district's financial transactions including a correct detailed accounting of all expenditures, N.J.S.A. 18A:17-8;
- f. Reporting to the Board at each regular meeting, but not more often than once per month, the amount of the total appropriations and cash receipts for each account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account, N.J.S.A. 18A:17-9;
- g. Keeping all contracts, records, and documents belonging to the Board, N.J.S.A. 18A:17-9;
- h. Giving the Board a detailed report of its financial transactions at the close of each fiscal year and filing a copy with the County Superintendent, N.J.S.A. 18A:17-10;
- i. Reporting to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness, N.J.S.A. 18A:17-12;
- j. Preparing a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons, and to prepare the Comprehensive Annual Financial Report (CAFR) N.J.S.A. 18A:23-4;
- k. Subscribing to bonds, notes, contracts, and other legal instruments of the Board for which the signature of the Secretary is required, N.J.S.A. 18A:24-32;
- l. Signing all school district warrants and certify to the payroll, N.J.S.A. 18A:19-1, 19-9.



# BYLAWS

## STAFFORD TOWNSHIP BOARD OF EDUCATION

BYLAWS

0178/page 3 of 3

Appointment and Duties of Board Secretary

3. Perform such other duties as may be required by the Board.

The Board Secretary shall be directly responsible to the Board for the performance of his/her legal duties as Board Secretary.

N.J.S.A. 18A:16-1; 18A:17-5 et seq.; 18A:27-4.1

Adopted: 22 July 2004 as Policy 1310 and Policy 1320

Readopted as Bylaw 0178: 21 January 2010

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