

**203.01 NON-VOTING AUXILIARY OFFICERS OF THE BOARD**

**ASSISTANT CLERK**

At the January annual organizational meeting, the Board shall appoint by resolution a district employee to serve as Assistant Clerk and to be known as Secretary to the Board of Education, who shall,

1. Maintain an accurate and complete record of the proceedings of the Board;
2. Manage the issuance, mailing and delivery of notices of meetings;
3. Prepare the agenda and other memoranda for the information of the Board; and
4. Perform such other duties as may be directed by the Board or the Superintendent.

**ASSISTANT TREASURER**

At the January annual organizational meeting, the Board shall appoint by resolution a district employee to serve as Assistant Treasurer to carry out the duties of the Treasurer's office under the direction of the Treasurer.

**LEGAL REFERENCES:**

- Minn. Stat. § 13D.01, subds. 4-6
- Minn. Stat. § 123B.09, subd. 7
- Minn. Stat. § 123B.12
- Minn. Stat. § 123B.14

**CROSS REFERENCES:**

- 203.00, Annual Organizational Meeting and Selection of Officers
- 205.00, School Board Meeting Minutes