

Title: Board of Directors' Secretary and Treasurer

The Board of Directors shall appoint a Board secretary and a Board treasurer, who will continue in the role until new individuals are appointed to the roles. These two roles can be appointed to one individual who would serve as the Board secretary-treasurer. The appointments may be made from among employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the appointees to the positions will take the oath of office during the meeting at which the appointment was made, or no later than ten days thereafter.

It is the responsibility of the secretary, as custodian of District records, to preserve and maintain the records and documents pertaining to the business of the Board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The secretary will also be responsible for filing the required reports with the Iowa Department of Education.

It is the responsibility of the treasurer to oversee the investment portfolio, to receive funds of the District, to pay out the funds for expenses approved by the Board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund, and to file required reports with the appropriate state agencies and other entities. It will also be the responsibility of the treasurer to work with the secretary to coordinate the financial records, financial reports, the cash flow needs and the investment portfolio of the District.

The secretary and treasurer will give bond in an amount set by the Board. The cost of the bond will be paid by the District.

Cross Reference: \_\_\_\_\_

Legal Reference:

Iowa Code §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-.4, .6-.8, .10-.11; 299.10. 281 I.A.C. 12.3(1).

Approved: August 26, 2014

Reviewed: \_\_\_\_\_

Revised: April 23, 2024