

## **Governing Board**

### **Governing Board Officers and Duties**

The officers of the Governing Board are the President, Secretary and Treasurer. The officers are elected/appointed annually by the Governing Board at its organizational meeting in June.

#### **Duties of the President**

The duties of the President are to:

1. Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Make all Board committee appointments, unless specifically stated otherwise;
3. Attend and observe any Board committee meeting at his or her discretion, except the Nominating Committee appointed to recommend Governing Board officers;
4. Represent the Board on other boards or agencies;
5. Sign official District documents requiring the President's signature, including Board minutes;
6. Call special meetings of the Board;
7. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
8. Ensure that a quorum of the Board is physically present at all Board meetings;

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

#### **Duties of the Secretary**

The duties of the Secretary are to:

1. Preside in the absence of the President.
2. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
3. Mail meeting notification and agenda to news media who have officially requested copies;
4. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
5. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation.

#### **Recording Secretary**

The Board may designate a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The District Treasurer is typically the Assistant Superintendent of Business and must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of District funds;
3. Maintain records of District funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Executive Board; and
5. Receive, hold, and expend District funds only upon the order of the Executive Board in accordance with Policy 2:38 *Governing Board Delegation of Authorities*.

A vacancy in the Treasurer's office is filled by Governing Board appointment.

LEGAL REF.: Articles of Joint Agreement.  
5 ILCS 120/7 and 420/4A-106.  
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-7, 5/10-8,  
5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2:24 (Board Meeting Procedures), 2:42 (Governing Board Committees)

ADOPTED: August 25, 2004

REVISED: September 1, 2010; March 4, 2015