

Policy Type: Governance Culture

Officers' Roles

The officers of the Board are those listed in this policy. Their duties are those assigned by this policy, and others required by law.

President

The President provides leadership to the Board, ensures the faithful execution of the Board's processes, exercises interpretive responsibilities with integrity, reflecting the spirit and intent of the Board's policies, and normally serves as the Board's official spokesperson.

The President has the following specific authority and duties:

1. Monitor Board actions to assure that they are consistent with the Board's own rules and policies and with other obligations imposed by agencies whose authority supersedes the Board's own authority.
 - a. Conduct and monitor Board meeting deliberations to assure that Board discussion and action are focused on Board issues, as defined in Board policy (see GC-3).
 - b. Assure that Board meeting discussions are productive, efficient and orderly.
 - c. Chair Board meetings using the authority normally vested in the chair as described in *Robert's Rules of Order, Newly Revised*.
 - d. Lead timely Board meeting debriefings and periodic self-assessments to ensure continuous process improvement.
2. Make all interpretive decisions of Board policies in the Governance Culture and Board/Superintendent Relationship sections, using reasonable judgment. The President is not authorized to:
 - a. Make any interpretive decisions about policies created by the Board in the **Results** and **Operational Expectations** policy areas. Interpretation of these policies is the responsibility of the Superintendent.
 - b. Exercise any authority as an individual to supervise or direct the Superintendent.
 - c. Serve as a barrier between the Superintendent and the Board.
3. Assure the compilation of the Board's summative evaluation of the Superintendent.
4. Represent the Board as its official spokesperson about issues decided by the Board and other matters related to official Board business.
5. Execute all documents authorized by the Board, except as otherwise provided by law.
6. Appoint members of all Board committees and Board liaisons to other organizations.
7. On behalf of the Board, and in concert with the Superintendent, develop proposed Board meeting agendas consistent with the Board's annual work plan.

Vice-President

The Vice-President shall serve as President in the event of the President's absence or inability to perform assigned duties.

Clerk

The following actions are the responsibility of the Clerk and may be delegated to the Superintendent:

1. Be responsible for recording of all proceedings of all Board meetings and entering them, together with copies of all reports to municipal clerks in the District's official records.
2. Carry out school board election duties as required by law.
3. Administer the oath of office to newly elected and appointed School Board members.
4. Report the name and address of all board members to the Clerk and Treasurer of each municipality having territory within the School District within 10 days of their election or appointment.
5. Draw orders upon the Treasurer and see that they are properly recorded.
6. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
7. Furnish each teacher with a copy of the contract between him/her and the School Board.
8. Deliver annually on or before November 10 to the Clerk of each municipality having territory within the School District, a certified statement showing that proportion of the amount of taxes levied.
9. Notify the proper postmaster of the name and location of any new school(s) and the proper disposition of mail addressed to it.
10. File a timely and verified annual school district report with the Department of Public Instruction.
11. Perform other duties as required by law or assigned by the Board.

Treasurer

The following actions are the responsibility of the Treasurer and may be delegated to the Superintendent:

1. Receive and deposit promptly in the officially designated District depository(ies) all monies paid to the District and keep a record of the receipt of such monies.
2. Provide for the disbursement of District funds in accordance with State law.
3. Ensure that the Board receives a quarterly report that accurately reflects the financial position of the District.
4. Present to the annual meeting a written statement of all money received and disbursed by the treasurer during the preceding year.

5. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
6. Make arrangements to apply for, receive and sue for all money appropriated to or collected for the school district and disburse the same in accordance with State statute.
7. Perform such other duties as required by law or assigned by the Board.

Adopted: June 14, 2021

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Monitoring Method: Internal report

Monitoring Frequency: Annually

Appleton Area School District Board of Education

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