

Board Officers

President and vice president

The president of the Board, in addition to the duties prescribed by law, shall exercise such powers as properly pertain to his office. In carrying out his responsibilities, the president shall:

1. Preside at all meetings of the EM/A Team-Board.
2. Consult with the superintendent, if appropriate, in planning agendas for meetings.
3. Bring before the Board such matters as in his judgment may require the attention of the Board.
4. Be responsible for the orderly conduct of EM/A Team-Board meetings.
5. Confer with the superintendent on crucial matters which may occur between EM/A Team-Board meetings.
6. Call special meetings of the Board as found necessary.
7. Appoint special committees, subject to the approval of the Board.
8. Sign any written contracts to which the school district may be a party.
9. Sign all official reports of the district except as otherwise provided by law.
10. Appear in behalf of the Board in all actions brought by or against it, unless individually a party in which case his duty shall be performed by the vice president or secretary of the Board.
11. Act as public spokesman for the Board except as this responsibility is delegated to others.

In the absence of the president, the vice president shall have the power of the president and perform his duties. In the absence of the vice president, the secretary of the Board shall have the power to perform the president's duties.

Secretary

The secretary of the Board shall perform the following duties:

1. Insure that a record is kept of all business transacted by the Board at either regular or special meetings.
2. Cause written notice to be given to each Board member of all special meetings of the Board.
3. Cause all notices of school elections to be published and posted and perform such other duties in the conduct of school elections as required by law.
4. Attest any written contract to which the district may be a party and affix the district seal there to.
5. Perform such other duties as may be assigned by the Board or legally required by statute.

The secretary of the Board may delegate functions of the office to the secretary to the Board when appropriate and not in violation of state or federal law or previously adopted Board policy.

Treasurer

The treasurer shall perform or cause to be performed the following duties:

1. Account for all moneys belonging to the district.

2. Report to the Board as required for all moneys of the district.
3. Sign either by written signature or facsimile all warrants or orders drawn on the county treasurer or checks drawn on a district depository.
4. Deposit to the credit of the district all moneys withdrawn from the custody of the county treasurer and all other moneys belonging to the district in one or more depositories designated by the Board.

The treasurer may delegate such duties to the district's administrative assistant in charge of business/accounting functions, but the treasurer shall be responsible for such duties as listed above.

One person may hold the office of secretary and treasurer simultaneously.

Adopted May 21, 1987

Revised to conform with practice: date of manual adoption

LEGAL REFS.: C.R.S. 22-32-104 (3); 22-32-105 (president and vice president)
C.R.S. 22-32-104 (4); 22-32-106 (secretary)
C.R.S. 11-10.5-111; 22-32-104 (4); 22-32-107 (treasurer)

CROSS REFS.: DG, Depository of Funds
DGA, Banking Services (and Deposit of Funds)
DM, Bonded Employees and Officers