

**APPOINTED BOARD OFFICIALS****District Clerk**

The Board of Education shall annually appoint a District Clerk. The District Clerk shall:

1. keep an accurate record of the proceedings of the Board of Education and shall submit a copy of the proceedings to each Board member and the Superintendent of Schools;
2. file all correspondence and records relating to matters of the school district, involving the Board;
3. prepare and arrange publication of legal notices;
4. attend all public meetings of the Board (Regular and Special) as well as public hearings of the Board and, when requested;
5. perform duties pertaining to the preparation for, and conduct of, district elections, budget votes and special district referendum elections;
6. in the absence of both the President and Vice-President of the Board at a duly constituted meeting, determine the member with the longest tenure on the Board, in alphabetical order, and that member shall then assume all the usual duties of the President until either the President or Vice-President is in attendance;
7. administer the Oath of Office for all Board members and school district officers; and
8. perform any other work requested of him/her by the Board or the Superintendent.

**District Treasurer**

The Board of Education shall also annually appoint a District Treasurer. The District Treasurer shall:

1. act as custodian of all monies belonging to the district;
2. receive all monies belonging to the district and issue receipt for same;
3. deposit monies received in banks designated by the Board;
4. be bonded in such sum as shall be required before entering into the duties of the office;
5. pay out district monies on written order of officials of the Board; and
6. give detailed accounts of monies received and disbursed.

**Tax Collector**

The Board of Education shall annually appoint a tax collector. The tax collector shall:

1. post the required notice of tax collection;
2. use suitable printed tax receipt forms as prescribed by the State Tax Commission;
3. be bonded as required by law;
4. turn over to the District Treasurer all monies collected by him/her under and by virtue of any tax list and warrant issued and delivered to him/her;

5. report in writing all collections, receipts and disbursements made during the year;
6. turn over to the County Treasurer a list of unpaid taxes; this to be done prior to November 15;
7. deposit all funds in the bank designated by the Board as the depository for school funds;
8. Reconcile tax rolls and provide tax collector's report to the Board within fifteen days of the closing of the tax collection period; and
9. carry out such other duties of the position as prescribed by law or the Regulations of the Commissioner of Education

Ref: Education Law §§2121; 2122; 2130

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