

## **ORGANIZATION**

- I. General Information: At the first regular, or special, meeting held after the fourth Monday in April, the newly elected members shall take the official oath of office. The Board of Education shall then elect its own officers according to Wisconsin Statutes.
- II. Officers: The School Board officers shall be selected from the members of the Board and shall consist of a president, vice-president, clerk and treasurer.
- III. Duties of the Officers:
  - A. The President of the Board shall:
    1. Act as chair of the board meetings.
    2. Act as official spokesperson for the school board.
    3. Call special meetings as needed.
    4. Appoint committees whose appointment is not otherwise provided for.
    5. Insure that the minutes of the meetings are properly recorded, approved and signed.
    6. Countersign all warrants drawn upon the treasury except as amended by a resolution of the Board as authorized by Wisconsin Statutes 66.042(3).
    7. Perform all other duties imposed by law, order or resolution of the Board.
  - B. The Vice President of the Board shall:
    1. Preside over meetings in the absence of the President
  - C. The Clerk of the Board shall:
    1. Have care and custody of the records, books and documents of the Board.
    2. Countersign all warrants drawn upon the treasury except as amended by a resolution of the Board as authorized by Wisconsin Statutes 66.042(3).
    3. Cause to be entered in the record book provided by the Board, the minutes of its meetings, orders, resolutions and proceedings.
    4. Insure the proper posting of all legal notices.
    5. Perform all other duties imposed by law, order or resolution of the Board.
  - D. The Treasurer of the Board shall:
    1. Deposit all moneys belonging to the district in accordance with the instructions of the Board and in compliance with state law.
    2. Sign all warrants drawn upon district funds except as amended by a resolution of the Board as authorized by Wisconsin Statutes 66.042(3).
    3. Be covered by a corporate surety bond, purchased by the district, in accordance with Sec. 120.16(1) of the Wisconsin Statutes.

4. Furnish a financial report at regular Board meetings.
5. Invest any excess funds.
6. Perform all other duties imposed by law, order or resolution of the Board.

E. The Members of the Board shall:

1. Attempt to be informed in the field of education by attending appropriate meetings and convention and by following current educational developments through various forms of the communications media.

IV. Committee:

- A. The President may appoint temporary committees at his/her discretion or on direction by the Board.
- B. The function of all committees shall be fact-finding and advisory. Committees shall not have legislative or administrative power except when granted authority and power to act by a majority vote of the Board.
- C. All Board members are to be notified of all scheduled committee meetings.

Adopted:	March 13, 1979
Revised:	September 9, 2013, December 9, 2019

Legal	Administrative Code:
References:	Wisconsin Statutes: