

Board Officers

At the regular Board meeting held on or within 30 days after the fourth Monday in April, the Board shall organize by electing from its membership Board officers consisting of a President, Vice-President, Clerk and Treasurer. The term of office of each officer shall be one (1) year.

Duties of President

The President shall:

1. Countersign all checks, share drafts or other drafts for disbursement of district moneys.
2. Defend on behalf of the district all actions brought against it.
3. Prosecute, when authorized by an annual meeting or Board, actions brought by the district.
3. Act as chairman of Board meetings and see that minutes of meetings are properly recorded, approved and signed.
4. Perform all other duties as may be assigned by the Board or mandated by state law.

Duties of Vice-President

The Vice-President shall:

1. Act as chairman of Board meetings in the absence of the President.
2. Have all the duties and powers of the President in the President's absence, as allowed by state law.
3. Perform all other duties as may be assigned by the Board or mandated by state law.

Duties of Clerk

The Clerk shall:

1. Report the name and post-office address of each officer of the Board, within ten (10) days after the election or appointment of the officer, to the clerk and treasurer of each municipality having territory in the district.

2. Act as clerk and record the proceedings of annual and special meetings.
3. Enter in the record book provided by the Board the minutes of its meetings, orders, resolutions and other proceedings.
4. Enter in the record book copies of all reports to the municipal clerks and the certificate of the proceedings of a meeting returned by a temporary clerk.
5. Draw orders on the district treasurer as directed by an annual or special meeting or the Board and record all orders drawn on district treasurer.
6. Furnish each teacher with a copy of the contract between him/her and the Board.
7. Deliver to municipal clerks on or before the last working day in October, a certified statement showing the amount of taxes voted and the amount of tax to be collected in each year for the annual payment of any loan or bonded indebtedness.
8. Notify the proper postmaster of the name and location of a new school and the number of the school district within five (5) days of receipt of notification from the Board.
9. Have authority to administer the oath of office to Board members.
10. Perform all other duties as may be assigned by the Board or mandated by state law.

Duties of Treasurer

The Treasurer shall:

1. Apply for, receive and sue for all money appropriated to or collected for the district and disburse the same in accordance with state law.
2. Enter in the account books all money received and disbursed, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid.
3. Present to the annual meeting a written statement of all money received and disbursed by him/her during the preceding year.
4. Deposit district funds immediately upon receipt in the public depository(ies) named by the Board.
5. Withdraw district funds by written transfer order, in accordance with state law.
6. Perform all other duties as may be assigned by the Board or mandated by state law.

LEGAL REF.: Sections 120.05 Wisconsin Statutes
 120.13 (23)
 120.15
 120.16
 120.17

APPROVED IN PART: January 21, 1980

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