

## Board Operations

### Officers and Auxiliary Personnel

#### Board Officers

The School Board shall elect a President, Vice President, Clerk, and Treasurer from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth Monday in April. Voting for Board officers shall be done by secret ballot. The officers shall be elected in the following order: President, Vice President, Treasurer, and Clerk. Voting for any of the officers shall continue until a majority vote is received. The Board shall also appoint a Deputy Clerk/Board Secretary.

In the event of an officer's temporary absence or inability to act, the Board shall appoint another Board member to discharge the officer's duties temporarily in his/her absence or until the inability to act no longer exists using the same voting method as above, except that in the case of the President; the Vice President shall automatically perform the duties of the President under such temporary circumstances. A temporary absence or inability to act is defined as 60 days or less.

#### Duties of the President:

- Presides at all meetings of the Board and sees that all minutes are properly approved.
- Decides all questions of order, subject to appeal to the Board by any member.
- Countersigns all orders for the disbursement of District funds.
- Appoints all committees of the Board and shall serve as an ex- officio member of all such committees.
- Provides leadership to the Board of Education and serves as spokesperson for the District.
- Chairs meetings of the Board after developing the agenda with the Superintendent.
- Encourages the Board's role in strategic planning.
- Discusses issues confronting the District with the Superintendent.
- Helps guide and mediate Board actions with respect to District priorities and governance concerns.
- Reviews with the Superintendent any issues of concern to the Board.
- Monitors financial planning and financial reports.
- Evaluates annually the performance of the District in achieving its mission.
- Performs all other duties as may be prescribed by law or by the Board.

#### Duties of the Vice President:

- Performs the duties assigned to the President, Clerk or Treasurer in the event of their absence or inability to act.
- Performs other duties as may be assigned by the Board.

#### Duties of Treasurer:

- Oversees finances of the organization.

- Administers fiscal matters of the organization in conjunction with District administrators.
- Provides annual budget to the Board for members' approval.
- Ensures development and Board review of financial policies and procedures.
- Signs checks in payment of lawfully incurred and properly applied expenditures as required by law.
- Performs other duties as prescribed by law or by the Board.

**Duties of Clerk:**

- Performs the duties assigned to the President and Vice President in the event of their absence or inability to act.
- Reports the name and address of all Board members to the Clerk and Treasurer of each municipality in which the District is located and to the State Superintendent within ten days of his/her election or appointment.
- Notifies each person of election or appointment to District offices and furnishes each teacher with a copy of his/her contract with the Board.
- Certifies to each municipal clerk in which the District is situated, a statement of the amount to be collected in each year for operation and debt retirement, based on equalized valuations certified by the Wisconsin Department of Taxation through the State Superintendent to the local school district.
- Transmits to the State Superintendent such verified reports as may be required by law.
- Posts and/or publish all official notices as required by law.
- Performs other duties as may be prescribed by law or by the Board.
- Maintains records of the Board and ensures effective management of organization's records.
- Is familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

**Duties of Deputy Clerk/Secretary of the Board:**

- Attends all meetings of the Board and keep appropriate records of such meetings.
- Keeps a full and accurate record of the Board proceedings, making certain that each member receives a copy of the same and that the proceedings are submitted for publication in the Watertown Daily Times as soon as it is practical after each meeting.
- Files and preserves the papers and documents of the Board in a manner convenient for reference.
- Sees that each Board member receives notice of each regular and special meeting at least three days prior to the meeting, when possible.
- Signs such legal papers as the Board may designate.
- Acts in the place of Clerk in all matters authorized by the Board.
- Performs other duties as assigned by the Board.

**Legal References:**

**Section 120.15 Wisconsin Statutes**  
**Section 120.16 Wisconsin Statutes**  
**Section 120.17 Wisconsin Statutes**  
**Section 120.74 Wisconsin Statutes**  
**Section 120.05 Wisconsin Statutes**

**Policy Approved:**

**December 18, 1985**

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