

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	January 17, 1991	FILE SECTOR:	BOARD GOVERNANCE
DATE REVISED:	May 15, 2003		& OPERATIONS
DATE REVISED:	January 28, 2010	POLICY TITLE:	BOARD OFFICERS
DATE REVISED:	December 14, 2015		

1. Officers

The officers of the Medford Area Public School District Board of Education shall be: president, vice president, clerk and treasurer. The election of the above officers shall take place at the organizational meeting of the board of education. The term of office shall be for one year or until their successors are elected.

2. Duties of President

The president of the board of education shall preside at all meetings of the board of education and shall have a vote on motions.

Shall sign or cause his/her facsimile signature to be placed upon all orders by treasurer for claims approved by the board of education.

Shall sign all contracts or agreements approved by the board of education which require the signature of the president.

Shall appoint all special standing and temporary committees and may serve as ex officio member of all committees.

Shall discuss with the district administrator whatever business may require attention to be brought before the board of education including the agenda.

Shall perform all other duties incumbent on the office, as required by the board of education or State Statute.

3. Duties of Vice President

The vice president shall perform all duties of the president when acting in that capacity.

4. Duties of Treasurer

Shall insure that detailed records be kept and shall supervise all financial transactions processed by the board of education, according to law. Upon receipt of district funds, he/she shall immediately cause such funds to be deposited in the depositories designated and approved by the board of education.

Present to the Annual Meeting a written statement of all money received and disbursed by him/her during the preceding year.

It shall be his/her responsibility that an audit is conducted on the board of education's financial records.

Perform other duties as required by the board of education or State Statutes.

5. Duties of Clerk

Shall preside at board of education meetings in the absence of the president and vice president.

Shall insure that an up-to-date record of all meetings of the board of education be kept in a Minute Book.

Shall cause to be published such proceedings of the board of education as may be determined by the board of education, consistent with the law.

Shall be responsible, with the district administrator or his/her designee, for a detailed account of all business of the board of education, and cause to be prepared an Annual Report including receipts and expenditures.

Shall sign or cause his/her facsimile signature to be placed on all orders, salaries, and contracts approved by the board of education.

Shall be responsible for all procedures outlined in the state election laws including reporting of the names of each board member to the clerk and treasurer of each municipality having territory within the school district within 10 days after the election or appointment of the member.

Shall be responsible for certification of tax levies to each municipality in the district according to state law.

Shall have duplicate copies of all minutes of the board of education meetings made and ready for distribution to all board of education members at least two days before the next meeting.

Shall perform other duties as required by the board of education and State Statutes.

If a board officer is unable to discharge his/her duties due to absence or disability, the board shall appoint another board member to discharge the officer's duties for the duration of the absence or disability.

CROSS REFERENCE: BHA, & BHA-R

**LEGAL REFERENCE: Sections 66.0607, 120.05, 120.15, 120.16, 120.17, & 120.18
Wis. Stats.**