

Sparta Area School District

Article 104 - Board Officers and Responsibilities

The offices of President, Vice-President, Clerk and Treasurer for the Board of Education will be elected by voice vote of the members of the Board of Education at the annual organizational meeting of the Board.

Duties of the President:

The President of the Board shall act as Chairperson and preside at all meetings of the Board. His/her duties shall include:

1. Appointing members to committees.
2. Responsibility of seeing that the minutes are properly approved and signed.
3. Defending of the Sparta Area School District in all actions brought against it and prosecuting of actions brought by the School District.
4. Acting as temporary chairperson of the annual meeting and any special meetings of the electors.
5. Countersigning of all checks, share drafts and orders for disbursements of the School District's funds.

Duties of the Vice-President:

The Vice-President of the Board shall perform the duties of the President in the event of his/her absence or inability to perform that particular duty.

Duties of the Clerk:

The Clerk of the Board of Education's duties shall include:

1. Recording the proceedings of the Sparta Area School District meetings and the School Board meetings and certifying the official copies of the minutes of these meetings.
2. Responsibility for the filing of all official reports of the Sparta Area School District and for the drawing, counter-signing and recording of all orders on the district funds.
3. Serve as the official agent in correspondence for the Board of Education.
4. Submit minutes to the official publication within one week of the regular approval of the minutes but not later than 45 days of the original meeting.

Some or all of these duties may be delegated to members of administration to be performed within the policies and procedures established by the School Board.

Duties of the Treasurer:

The Treasurer of the Board of Education's duties shall include:

1. Responsibility to supervise the receipt and deposit of all monies paid to the Sparta Area School District in the designated School District depositories.
2. Record all such deposits on the financial records of the Sparta Area School District.
3. Present a monthly balance sheet to the Board of Education appearing on the voucher listing.
4. Sign/counter sign all checks, make drafts, and orders for disbursement of the Sparta Area School District's funds.

Some or all of these duties may be delegated to members of administration to be performed within the policies and procedures established by the School Board.

All members of the Board shall have the right to offer resolutions, to discuss questions and to vote thereon.

The Sparta Area School District through its Errors and Omissions Policy insures not only the treasurer, but any board member or administrator as described in its policy.

Legal Reference:

Cross Reference:

Approved:

Revised: