

**Board Officers**

**Code #141.00**

The officers of the Board of Education of the Tri-County Area School District shall consist of a president, vice-president, clerk, and treasurer.

The officers of the Board shall be elected at the organizational meeting held during the regular monthly board meeting on the fourth Monday in April. Officers shall be elected for a one year term.

In case of vacancy in an office, a special election by the remaining members of the Board shall be held at the next regular monthly meeting of the Board.

**Duties of the President:** The President shall:

1. Act as Chair of Board meetings and see that minutes of meetings are properly recorded, approved and signed.
2. Consult with the District Administrator prior to each meeting to determine an agenda.
3. Call to order all district annual and special meetings.
4. Appoint pro-tempore officers in the absence of the Clerk or Treasurer.
5. Countersign all orders as provided in the State Statutes, or, if authorized by the Board, allow the use of a facsimile of his/her signature.
6. Defend on the part of the District all actions brought against it.
7. Prosecute, when authorized by the District's annual meeting or Board, actions brought by the District.
8. Serve as an ex-officio (non-voting) member of all Board committees.
9. Perform all other duties prescribed by state law or assigned by the Board.

**Duties of the Vice-President:** The Vice-President shall:

1. Act as chair of all regular and special Board meetings in the absence of the President.
2. Exercise the duties of President during any period of absence or disability that prevents the President from discharging the duties of his or her office.
3. Perform other duties as may be assigned by the Board.

**Duties of the Clerk:** The Clerk shall (or direct District Office staff to):

1. Act as clerk and record the proceedings of Board meetings.
2. Enter in the record book provided by the Board the minutes of its meetings, orders, resolutions and other proceedings as well as, copies of all the District clerk's reports to the municipal clerks.
3. Sign all checks authorized by the Board, or, if authorized by the Board, allow the use of a facsimile of his/her signature.
4. Deliver to municipal clerks for each municipality with territory within the District on or before November 10 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 on that part of the District territory with the municipality.
5. Receive whatever assistance from the District's central office as necessary in preparing communications and reports.
6. Notify each Board member of his/her election to serve on the Board within eight (8) days of the election or appointment.

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7. Report to the clerk and treasurer of each municipality having territory within the District, the name and address of each officer of the District, within ten (10) days after their election or appointment.
8. Sign all district warrants either individually or by facsimile signature as authorized by the Board.
9. Administer the oath of office to members of the Board of Education.
10. Perform all other duties as prescribed by law or assigned by the Board.

**Duties of Treasurer:** The Treasurer shall (or direct the district office staff to):

1. Within fifteen (15) days after his/her election, execute and either file a bond executed by two (2) qualified sureties approved by the Board or file a surety company bond in an amount determined by the Board. The amount shall be at least five percent (5%) of the annual District budget.
2. Apply for, receive and sue for all money appropriated to or collected for the District (including money raised in extra-curricular activities) and disburse the same in accordance with state law.
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. Receive whatever assistance from the District's Central office as necessary in preparing reports and carrying out his/her duties.
6. Sign all checks, or, if authorized by the Board, allow the use of a facsimile of his/her signature.
7. Perform such other duties as otherwise required by state law or assigned by the Board.

**Legal Reference:** Sections 120.05, 120.06(10), 120.13(23), 120.15, 120.16, 120.17, Wisconsin Statutes

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