

## **141 BOARD OFFICERS**

The Board shall, at its annual organizational meeting set in accordance with state law, elect a President, Vice-President, Treasurer, and Clerk from among its membership and shall also elect a Secretary who need not be a member of the Board. A Deputy Clerk may be appointed who need not be a member of the Board. Board officers shall hold office for one year or until their successors are elected. Officers shall be elected, by written ballot, by a majority vote of all members present.

### **President**

The duties of the Board President shall be to:

1. Exercise the powers and perform the duties incident to this office as prescribed by state law.
2. Preside at all Board meetings and decide all questions of order subject to appeal to the Board.
3. Appoint all standing committees as soon as possible after his/her election and shall be an ex-officio member of each committee. The Board President shall appoint all special or temporary committees unless otherwise ordered by the Board.
  - a. In the event of the absence of a committee member, the Board President shall have the authority to appoint one substitute.

### **Vice-President**

The Board Vice-President shall serve in the absence of the President, and in the performance of this service, the Vice-President shall exercise all of the powers and bear all of the responsibilities of the President, and such other duties as may be assigned by the School Board.

### **Treasurer**

The duties of the Board Treasurer shall be as outlined in state law. Wisconsin Statutes 120.16

### **Clerk**

The duties of the Board Clerk shall be as outlined in state law. The Board may appoint a Deputy Clerk; however, responsibility for the performance of the Clerk's duties remains with the Board Clerk.

## **Deputy Clerk**

The Board may appoint a Deputy Clerk who need not be a member of the Board. The Deputy Clerk shall act in the absence of the Board Clerk and in the performance of this service shall exercise all the powers and bear all of the responsibilities of the Clerk. However, responsibility for the performance of the Clerk's duties remain with the Board Clerk.

## **Secretary**

The Board may appoint a Secretary who need not be a member of the Board. The Board Secretary shall meet such qualifications as the Board may find appropriate, and shall report to the Board President. The job goal of the Board Secretary shall be to relieve the Board of paperwork and to execute the instructions of the Board so that the Board may devote maximum attention to issues of education and policy determination.

The duties of the Board Secretary shall be to:

1. Attend all Board meetings as directed and assigned.
2. Keep full and accurate minutes of all Board meetings.
3. Send a copy of Board minutes to each Board member prior to the next regular Board meeting.
4. Give public notice of all Board and Board committee meetings.
5. Prepare, at the direction of the Superintendent and Board President, an agenda setting forth all items of business to be considered at Board meetings consistent with Board policy and send the agenda to each Board member prior to the meeting.
6. Publish all legal notices concerning District business.
7. Perform such other tasks as may from time to time be assigned.

LEGAL REF.: Sections 120.15 Wisconsin Statutes  
120.16  
120.17  
120.43(1)  
120.44(2)

CROSS REF.: 174, Board Organizational Meeting

Approved by the Board: November 11, 1974  
Revised: April 19, 1976  
October 11, 1976  
April 9, 1977  
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November 11, 1996

December 11, 2000