

MENOMINEE INDIAN SCHOOL DISTRICT

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BOARD OFFICERS

Officers of the Board of Education shall be the President, Vice-President, Clerk, and Treasurer, all of whom shall serve for a period of one year and hold office until such time as new officers have been elected.

The President shall:

1. Preside at all of the Board's meetings.
2. Countersign all checks for disbursement of District monies.
3. Perform other duties as defined by state law or as may be assigned by the Board.

The Vice-President shall:

1. Serve in the absence of the President.
2. Perform such other duties as may be assigned by the Board or state law.

The Clerk shall:

1. Act as clerk and record proceedings of annual and special meetings.
2. Enter in the record book the minutes of meetings, orders, resolutions, or proceedings.
3. Enter all reports as required by law.
4. Administer oath of office to new Board members.
5. File tax needs with municipal clerks.
6. Perform other duties as defined by state law or as may be assigned by the Board.

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The Treasurer shall:

1. Receive all monies belonging to the District.
2. Sign warrants drawn upon the Treasurer. Such warrants must also be signed by the Clerk and countersigned by the President. State law also provides authority for another Board member to countersign in lieu of the Board President.
3. Perform other duties as defined by state law or as may be assigned by the Board.

LEGAL REF.: Sections 120.05 Wisconsin Statutes
 120.11(1)
 120.12(3)
 120.15
 120.16
 120.17

APPROVED: September 1981

REVISED: July 1996
 November 26, 2001