

**Board Organization****School Board Officers****President**

It shall be the duty of the President to:

1. Preside when present at all Board meetings.
2. Appoint special committees of the Board. There shall be no standing committees.
3. Sign all warrants ordered drawn by the Board.
4. Sign all contracts or documents as appropriate by virtue of approval of the Board or by virtue of holder if the office of President.
5. Call special meetings of the Board when in the President's judgment meetings are necessary.
6. Perform any other duties authorized by the Board or by State law.

**Vice-President**

It shall be the duty of the Vice-President to perform all the duties of the President in case of the absence or disability of the President.

**Secretary**

It shall be the duty of the Secretary to:

1. Keep a complete, accurate and regular record of all proceedings of all regular and special meetings of the Board of Education.
2. Post all notices required by law when duly ordered by the Board.
3. Make and file all reports as required by law.
4. To be present at all regular and special meetings of the Board.
5. Sign all documents, orders, and reports required by law or as appropriate after approval of the Board.
6. Receive and acknowledge official correspondence of the Board.
7. Preside at meeting of the Board if both President and Vice-President are absent until a president Pro Tem can be chosen, or if a quorum is present.
8. Perform all other duties as authorized by the Board or State law.

**Treasurer**

It shall be the duty of the Treasurer to:

1. Act as custodian of all moneys belonging to the School District.
2. Sign all checks paid by the Board of Education.