

SCHOOL BOARD
DUTIES OF OFFICERS

I. CHAIR

- A. He/she shall preside at all meetings of the Board.
- B. He/she shall appoint all special committees.
- C. He/she shall confer with the superintendent as may be necessary and desirable regarding school and related matters.
- D. He/she shall call special meetings of the board providing legal notice is given to all members. Legal notice shall be written or oral but must be received by all members.

II. VICE-CHAIR

- A. Perform the duties of the Chair in his/her absence.

III. CLERK

- A. The clerk shall keep the minutes of the Board in records provided for that purpose.
- B. He/she shall publish such proceedings of the Board as may be determined by the Board consistent with the law requiring official publication.
- C. Together with the superintendent, he/she shall be responsible for a detailed account of all business of the board including interpretation of receipt and expenditure summaries.
- D. He/she shall be responsible for all official board correspondence.