

<p style="text-align: center;">SCHOOL DISTRICT OF GREEN LAKE POLICY</p>	<p style="text-align: center;">141 – Board Officers</p>
	<p style="text-align: center;">Board Operations</p>

141 – Board Officers

The Board of Education shall meet not later than thirty (30) days after the 4th Monday in April, for the purpose of reorganizing and electing a President, Vice-President, Clerk, and Treasurer from their own number, and a Secretary who need not be a member of the School Board, all to serve for a one-year term. Responsibilities and duties of these officers are found in the Statutes of the State of Wisconsin,

President:

The President of the Board ensures the integrity of the Board's processes. Accordingly, the President has the following authority and duties:

1. Determine the date, time, agenda, and locations of Board meetings (with assistance from Administration).
2. Ensure that all meetings of the Board are properly noticed for the public (with assistance from Administration).
3. Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legitimately imposed upon it from outside the organization.
 - a. Conduct and monitor Board meeting deliberations to ensure that only Board issues, as defined in Board policy, are discussed.
 - b. Ensure that Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly and to the point.
 - c. Preside and chair all Board meetings in accordance with Robert's Rules of Order subject to an appeal by any Board member.
4. Ensure that minutes of Board meetings are properly recorded, approved and signed (with assistance from Administration).
5. Countersign all checks, share drafts or other drafts for disbursement of school district monies (with assistance from Administration).
6. Sign all documents on behalf of the Board, except as otherwise delegated by the Board (with assistance from Administration).
7. Make all interpretive decisions regarding Board governance and board-superintendent relationship policies, except where the Board specifically delegates such authority to others, using any reasonable interpretation of the provisions in those policies (with assistance from Administration).
8. Appoint committee members.
9. Perform all statutorily required duties or those assigned by the Board (with assistance from Administration).
10. Assign a mentor to each new board member during the first year of the new member's term.

Vice-President:

The Vice-President has the following authority and duties:

1. Assume the duties assigned to the President in the event of the latter's absence or inability to act.
2. Perform all statutorily required duties or those assigned by the Board (with assistance from the Administration).

Clerk:

The clerk has the following authority and duties:

1. Ensure reporting of the names and addresses of Board officers to the clerk and treasurer of each municipality having territory within the school district within ten days after the election or appointment of the officer (with assistance from Administration).
2. Provide written notice to be given to each member of the Board for all Board meetings (with assistance from Administration).
3. Ensure that the minutes of each Board meeting are kept and preserved (with assistance from Administration).

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4. Oversee the care and custody of the Board's record book and documents, entering into the record book the minutes of the Board's meetings, orders, resolutions and other proceedings (with assistance from Administration).
5. Ensure that all required reports are submitted to the municipal clerks (with assistance from Administration).
6. Prepare tax levy certifications to be filed (with assistance from Administration).
7. Countersign all checks, share drafts or other drafts for disbursement or school district monies (with assistance from administration).
8. Attest to any written contract to which the district may be a party when the Board shall have authorized such contract (with assistance from Administration).
9. Assume the duties assigned to the President in the event of the absence or inability to act of the President and Vice-President (with assistance from Administration).
10. Perform all statutorily required duties or those assigned by the Board (with assistance from Administration).

Deputy Clerk:

The Deputy Clerk has the following authority and duties:

1. Carry out the duties assigned to the Clerk, with the exception of Clerk Duty #9, in the event of the latter's absence or inability to act.

Treasurer:

The Treasurer has the following authority and duties:

1. Apply for, receive and sue for all money appropriated to or collected for the school district and disburse the same in accordance with applicable law (with assistance from Administration).
2. Monitor that all monies paid to the school district are received and deposited promptly in the officially designated district depository (with assistance from Administration).
3. Assure that a record of the receipt of said monies is properly kept (with assistance from Administration).
4. Ensure that disbursements from the school district treasury are made upon the written order of the school district clerk after proper vouchers have been filed with the clerk (with assistance from Administration).
5. Co-sign checks in payment of lawfully incurred and properly approved expenditures (with assistance from Administration).
6. File designated reports to the State (with assistance from Administration).
7. Assume the duties assigned to the President in the event of the absence or inability to act of the President, Vice-President, and Clerk.
8. Perform all statutorily required duties or those assigned by the Board (with assistance from Administration).

Board Appointed Secretary:

The Secretary, or designee, has the following authority and duties:

1. Ensure that all Board proceedings are recorded, transcribed as minutes, and posted and retained per statute.
2. Ensure that all Board-related communications are properly distributed, filed, and retained.
3. Reserve Board meeting rooms as necessary, and provide proper notice and posting of scheduled Board meetings.
4. Transcribe Board agendas, and compile and distribute Board information packets.

LEGAL REF.: Sections 120.05(1)(c), 120.15, 120.16 and 120.17 of the Wisconsin Statutes.

CROSS REF.: 171.2, Agenda Board Meetings.