

SCHOOL BOARD OFFICER DUTIES

Board President

The duties of the Board President shall consist of, but shall not be limited to:

1. Presiding at all meetings of the Board.
2. Appointing all committees and serving as an ex-officio member of all committees.
3. Ruling on any question of order.
4. Receiving all communications addressed to the Board and reporting them to the Board.
5. Shall be the spokesperson to the media.
Note: All board members will refer questions from the media to the Board President.
6. Performing the duties outlined in state law.

Board Vice President

The duties of the Board Vice President shall consist of, but shall not be limited to:

1. Presiding over all meetings when the Board President is absent.
2. Signing documents in the absence of the Board President.
3. Discharging all other duties of the Board President in the Board President's absence.

Board Treasurer

The duties of the Board Treasurer shall consist of, but shall not be limited to, those outlined in state law.

Board Clerk

The duties of the Board Clerk shall consist of, but shall not be limited to, those outlined in state law.

Deputy Clerk

The Board may appoint a Deputy Clerk annually at its reorganizational meeting, 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 of the Clerk and bear all of the responsibilities of actions taken. However, responsibility for the performance of the Clerk's duties remain with the Board Clerk.

LEGAL REF.: Sections 120.05 Wisconsin Statutes
120.15
120.16
120.17

CROSS REF.: 132, Removal of School Board Officers

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