



9111.1: BOARD OFFICERS

The officers of the Board shall be President, Vice-President, Secretary and Treasurer. The duties of the officers shall be:

President:

- 1. Preside at all regular and special meetings of the Board.**
- 2. Call special meetings of the Board when conditions required for special meetings have been met.**
- 3. Be responsible for the orderly conduct of Board meetings.**
- 4. Consult with the Superintendent in planning agendas.**
- 5. Represent the District in all legal action.**
- 6. Appoint all special committees, subject to the approval of the Board.**
- 7. Sign any written contracts to which the District may be a party.**
- 8. Countersign all orders on the Treasurer for claims allowed by the Board.**
- 9. Countersign all orders on the County Treasurer for the transfer of funds.**

10. Participate in and vote on all actions of the Board.

Vice President:

- 1. Assume duties of the President in his/her absence.**
- 2. Serve as the chairperson of the Board Committee of the Whole.**
- 3. Organize the procedure for the Board to consider and issue the Superintendent's evaluation.**
- 4. Perform any other duties as designated by the President.**

Secretary:

- 1. Keep an accurate record of all meetings.**
- 2. Send out legal notices of meetings.**
- 3. Notify all persons elected as members of the Board.**
- 4. Handle official correspondence of the Board.**
- 5. Make required reports to county and state officials.**
- 6. Make the annual school census unless the Board provides otherwise.**
- 7. Draw and sign orders on the District Treasurer for the payment of authorized claims.**
- 8. Draw and sign orders on the County Treasurer transferring funds to the District Treasurer.**

- 9. Maintain classified accounts of receipts and disbursements of the general and building funds, and of such other funds as the Board may require.**

- 10. Compute withholding and social security taxes and retirement payments from salaries of teachers.**

- 11. Act as custodian of all District securities, documents, title papers, and other records of the Board.**

- 12. Make available to the Superintendent all records and other information requested.**

- 13. Publish the budget.**

- 14. Keep a record of all written disclosures made by Board members pursuant to District Policy 8250. The disclosure shall be kept on a ledger for a period of five years from the date of the Secretary's last day in office and kept separately from the Secretary's other records.**

- 15. Maintain all records required by the Accountability and Disclosure statutes of the State of Nebraska.**

Treasurer:

- 1. Receive and be responsible for all District money.**

- 2. Place funds in depositories approved by the Board.**

- 3. Disburse funds on orders signed by the President and Secretary.**

- 4. Keep accurate records of all receipts and disbursement, showing the source of such receipts, to which funds the receipts belong, and the payees of all disbursements.**

- 5. Render such financial reports as the Board may require at any time.**

Date of Adoption

June 16, 2003

Date of Revision

July 8, 2019

Reaffirmed

March 5, 2012

Related Policies and Rules

[9111: Election of Officers](#)

Legal Reference

Neb. Rev. Stat. 79-564, 569-572, 575, 576-581, 586-590