



## **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**