



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