

## **141 BOARD OFFICERS**

The Board shall, at its annual organizational meeting set in accordance with state law, elect a President, Vice-President, Treasurer, and Clerk from among its membership and shall also elect a Secretary who need not be a member of the Board. Board officers shall hold office for one year, or until their successors are elected. Officers shall be elected by written ballot or voice vote, by a majority vote of all members present.

### **President**

The duties of the Board President shall be to:

1. Exercise the powers and perform the duties incident to this office as prescribed by state law.
2. Preside at all Board meetings and decide all questions of order subject to appeal to the Board.
3. Appoint all standing committees as soon as possible after his/her election and shall be an ex-officio member of each committee. The Board President shall appoint all special or temporary committees unless otherwise ordered by the Board.
  - a. In the event of the absence of a committee member, the Board President shall have the authority to appoint one substitute.

### **Vice-President**

The Board Vice-President shall serve in the absence of the President, and in the performance of this service, the Vice-President shall exercise all of the powers and bear all of the responsibilities of the President, and such other duties as may be assigned by the School Board.

### **Treasurer**

The duties of the Board Treasurer shall be as outlined in state law.

### **Clerk**

The duties of the Board Clerk shall be as outlined in state law. The Board Vice President shall assume the duties of the Clerk in his/her absence. In the absence of the Clerk and Vice President, the Board President may assume the responsibilities assigned to the Clerk in his/her absence or delegate the Clerk's responsibilities to another Board member.

## Secretary

The Board may appoint a Secretary who need not be a member of the Board. The Board Secretary shall meet such qualifications as the Board may find appropriate, and shall report to the Board President. The job goal of the Board Secretary shall be to relieve the Board of paperwork and to execute the instructions of the Board so that the Board may devote maximum attention to issues of education and policy determination.

The duties of the Board Secretary shall be to:

1. Attend all Board meetings as directed and assigned.
2. Keep full and accurate minutes of all Board meetings.
3. Send a copy of Board minutes to each Board member prior to the next regular Board meeting.
4. Give public notice of all Board and Board committee meetings.
5. Prepare, at the direction of the Superintendent and Board President, an agenda setting forth all items of business to be considered at Board meetings consistent with Board policy and send the agenda to each Board member prior to the meeting.
6. Publish all legal notices concerning District business.
7. Perform such other tasks as may from time to time be assigned.

LEGAL REF.: Sections 120.15 Wisconsin Statutes  
120.16  
120.17  
120.43(1)  
120.44(2)

CROSS REF.: 174, Board Organizational Meeting

Approved by the Board: November 11, 1974

Revised: April 19, 1976  
October 11, 1976  
April 9, 1977  
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December 11, 2000  
May 14, 2012