

SCHOOL DISTRICT OF MAYVILLE

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BOARD OFFICERS

The Board of Education offices of President, Vice President, Clerk and Treasurer shall be elected each year at the Board's organizational meeting. Vacancies in these offices during the year shall be filled by the Board.

Board President Duties

The Board President shall:

1. Serve as chairperson of all Board meetings and see that minutes are properly approved and signed.
2. Countersign all orders for disbursement of District funds.
3. Defend on behalf of the District all actions brought against it and prosecute, when authorized by the annual meeting or the Board, actions brought by the District.
4. Perform all other duties as prescribed by law or assigned by the Board.

Vice-President Duties

The Vice-President shall:

1. Perform the duties assigned to the President in the event of the latter's absence or inability to act.

Treasurer Duties

The Treasurer shall:

1. See that all monies paid to the District are received and deposited promptly in the officially designated District depository.
2. See that a record is kept of the receipt of monies paid to the District and present an account of said monies at the Annual Meeting.
3. Sign checks in payment of lawfully incurred and properly approved expenditures.
4. Perform all other duties as prescribed by law or assigned by the Board.

