

## **DUTIES OF THE SCHOOL BOARD**

### **Board Members**

The President of the School Board shall preside over all Board meetings, appoint any necessary committee, and perform other duties essential to the operations of school business.

In the event the President is absent, the Vice-President shall assume the role of the President.

The Secretary shall keep records of all Board meetings, post all legal notices, prepare and sign all proceedings of the Board, assume the duties of the President where both the President and Vice-President are absent, and perform such other responsibilities as may be prescribed.

### **Treasurer**

The Board shall appoint a person who is neither the Superintendent nor a member of the Board to serve as treasurer of the District. The Treasurer is the official custodian of all funds of the District and is responsible for the proper safeguarding and accounting for the funds. In addition, the Treasurer shall issue a receipt for all money received, as well as deposit money and issue all warrants in accordance with law. A Deputy Treasurer may be appointed to share the duties of the Treasurer, providing that person is not the Superintendent or a member of the Board.

The Board shall publish an annual financial report as required by law, as well as any additional discretionary reports to inform the community about District operations.

### **Legal Counsel**

The Board may appoint a legal counsel to advise the Board and the Superintendent and others as designated by the Superintendent on specific legal problems and to make such recommendations as required. The legal counsel shall also represent the Board where required by law.

### **Memberships and Conferences**

The Board may maintain membership in National and State School Boards Associations, as well as membership in any other educational organizations which the Superintendent and Board find valuable to the District. Further, the Board encourages attendance at conferences at the local, State, and National level.

I.C. 20-26-4 et. seq.

I.C. 20-26-3 et. seq.

I.C. 5-11-1-4

Adopted: [date]

Revised: [date]