

DE SOTO AREA SCHOOL DISTRICT

BOARD OFFICERS

The Board of Education shall elect a President, Vice-President, Clerk and Treasurer at the Board's organizational meeting, which is to be held on the 4th Monday of April.

The term of office shall be for one year.

The President

The President shall:

- a. preside at all Board meetings.
- b. decide on any questions of order, subject to appeal by any Board member.
- c. receive and review all communications that are directed to the Board.
- d. appoint special committees and act as an ex-officio member of committees.
- e. appoint Board standing committees.
- f. perform such other duties as prescribed by law and as may be assigned by the Board.

The President is entitled to have his/her vote counted on every issue before the Board.

The Vice-President

The Vice-President shall:

- a. perform all the duties of the President in the event of the latter's absence or disability.
- b. perform such other duties as may be assigned by the Board.

The Clerk

The Clerk shall:

- a. keep accurate records of actions, proceedings and communications of the Board.
- b. file and preserve reports.
- c. administer the oath of office to new Board members.
- d. in the absence of the President and Vice-President, appoint an acting president.
- e. perform such other duties as prescribed by law and as may be assigned by the Board.

The Treasurer

The Treasurer shall:

- a. be responsible for funds receivable and provide for reasonable and safe deposit. All District receipts and bank statements will be furnished to the Treasurer upon request by the Treasurer.
- b. perform such other duties as prescribed by law and as may be assigned by the Board.

LEGAL REF.: Sections 120.05(3) Wisconsin Statutes
 120.11(1)
 120.15
 120.16
 120.17

APPROVED: December 13, 2004 ADMINISTRATOR: _____