

***Duties of Officers***

0173.1. Duties and Powers of the President of the Board — It shall be the duty and the power of the President:

- a. To call special meetings that he/she considers necessary or on request.
- b. To preside at all meetings.
- c. To enforce the bylaws and rules of order.
- d. To appoint committees with the advice of fellow board members.
- e. To act as an ex-officio member of all committees.
- f. To execute all documents on behalf of the Board unless otherwise ordered by the Board.
- g. To perform the usual and ordinary duties of his/her office.

0173.2. Duties of the Vice President — The Vice President shall exercise the duties of the President in case of his/her absence or disability. (Ed. Law §2504)

0173.3. Duties of the Clerk — It shall be the duty of the Clerk:

- a. To keep an accurate record of the proceedings of the Board.
- b. To send written notice of all meetings of the Board of Education to all members.
- c. To prepare, or cause to be prepared, and submit all reports required by law and transmit same to proper authorities.
- d. To acknowledge receipt of all communications and report disposition of same and perform other clerical duties as may be required by the Board.
- e. To notify the trustees of every resignation duly accepted by the Superintendent
- f. To keep and preserve all records, books and papers belonging to his/her office and to deliver the same to his/her successor.
- g. To attend all meetings of the Board when notified, unless excused and keep a record of their proceedings in a book provided for that purpose.
- h. To perform such other duties as may be required by the Superintendent or the Board. (Ed. Law §2121)

0173.4. Duties of the Treasurer — It shall be the duty of the Treasurer:

- a. To act as custodian of all moneys belonging to the District.
- b. To receive all moneys belonging to the District.
- c. To give a bond in such sum as shall be required before entering on the duties of the office.
- d. To pay out District moneys on written order of officials of the Board.
- e. To give detailed accounts of moneys received and disbursed whenever required by trustees and at the annual meeting.
- f. To deposit moneys received in banks designated by the Board. (Ed. Law §§2130, 2532)

0173.5. Duties of the Collector — It shall be the duty of the Collector:

- a. To give a bond in such sum as shall be required before entering on the duties of his/her office.
- b. To collect tax moneys on warrant received by him/her from the Board.
- c. To pay over to the treasurer moneys as received.
- d. To return to the Board a list of unpaid taxes.
- e. To report in writing at the annual meeting and to any other required fiscal officers, all his/her collections, receipts and disbursements.
- f. To deposit moneys collected in banks designated by the Board. (Ed. Law §2506)