

## APPOINTED BOARD OFFICIALS

### Duties of the District Clerk

1. To attend all meetings of the Board of Education.
2. To keep a record of all warrants issued in such form as to make it a permanent record of the district.
3. To be responsible for the publishing of all legal notices concerning district business.
4. To maintain legal records and officials papers pertaining to the district meetings and elections.
5. To secure tellers and inspectors of elections for Board approval as required by law.
6. To carry out such other responsibilities as are required by law.

### Duties of the Treasurer

The treasurer of the district shall be appointed annually by the Board. He shall perform the duties prescribed by law. He shall be the financial officer and it shall be his duty to execute and deliver a bond in such amount and with such sureties as the Board may require before entering upon the discharge of his duties.

The treasure shall be the custodian of all monies belonging to the district from whatever source derived and shall deposit these monies in the depository designated by the Board. He shall pay all authorized obligations of the district as directed, and shall, at least once a month, prior to the regular meeting of the Board, and as such other times as requested by the Board, furnish it with a detailed statement of the monies received and disbursed by him. At the end of the fiscal year following audit of his accounts, he shall render a full report for the year.

### Duties of the Secretary of the Board of Education

1. The secretary of the Board shall give notice of all meetings of the Board and meetings of committees of the Board.
2. The secretary shall attend all regularly scheduled meetings of the Board and keep records of them. Upon request, the secretary will attend any special or executive meeting of the Board for the purpose of keeping records of that meeting.
3. The secretary shall prepare and distribute the minutes of the Board meetings and keep the Board otherwise informed.
4. The secretary shall carry out such other duties as the Board may require from time to time.

Ref: Education Law §§2121; 2122; 2130

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