

BOARD POLICY 141

141 - District Officers

The officers of the District shall be a president, vice-president, clerk, and treasurer. The president, vice-president, clerk, and treasurer must be members of the Board.

They shall be elected annually at the organizational meeting.

A. President

The president is the official spokesperson for the Board. All inquiries for official Board statements shall be referred to the president. The president will conduct each Board meeting, sign contracts and other documents, and perform essential presidential duties as required by the Board or state law.

B. Vice-President

The vice-president will serve in place of the president when the president is absent from the District or is incapacitated and unable to perform presidential duties.

C. Clerk

The clerk's statutory responsibilities include certifying the annual tax levy, conducting Board and referendum elections, and signing official reports and documents.

D. Treasurer

The treasurer's statutory responsibilities include receiving all money due the District and the deposit and disbursement of all District funds.

The treasurer is also responsible for records of all accounts and disbursements for presentation to the Board

Legal Ref.: Sections 120.05, 120.11(1), 120.15, 120.16, 120.17, Wisconsin Statutes

Approved: May 15, 1997