

SECTION 125 DUTIES OF OFFICERS

1. The president shall be the presiding officer at all meetings; shall sign all legal documents as required by law, shall appoint all temporary committees and be an ex-officio member of each; and shall perform all duties incident to the office. The president shall meet with the district administrator to plan the agenda.
2. The vice president shall assume the duties of the president in the latter's absence or inability to act.
3. The clerk shall sign all necessary documents and reports as required.
4. The treasurer of the school district shall be elected from the membership of the School Board, and shall be responsible for the duties prescribed in Wisconsin Statutes 120.16. The treasurer shall have charge of all school district funds; and shall issue checks (facsimile signatures may be used) properly drawn, only as authorized.
5. In the absence of both president and vice president, the Board may elect a temporary chairman to serve during the meeting.
6. In the absence of the secretary, the district administrator or designee will act as secretary and will convey the minutes, bills, and other business to the secretary.

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