

APPOINTED BOARD OFFICIALS

On or before July 15 of each year, the Board will appoint a school district secretary and treasurer and such other Board officials as it deems necessary and advisable. The Board will set their terms of service and compensation. The secretary and treasurer may be *or* may not be members of the board. If either the secretary or treasurer is a member of the Board, compensation for services may not be received. If not a member of the Board, reasonable compensation for services may be received. Vacancies in Board officers positions shall be filled by Board election or replacement.

Duties of the Board Secretary

The secretary of the Board of Education shall perform *or cause to be performed* the following duties:

1. Keep accurate minutes of all proceedings of the Board.
2. Sign all legal documents as required by law.
3. Perform other duties required by law and/or by the Board.

Duties of the Board Treasurer

The treasurer of the Board of Education shall perform *or cause to be performed* the following duties:

1. Execute a bond in such sum as directed by the Board and in accordance with state law.
2. Receive and deposit promptly in the official depository of the District all monies paid to the School District.
3. Keep a record of receipt of such monies.
4. Sign all checks.
5. Submit a monthly report to the Board reflecting the current balance in District funds and receipts for the preceding month.
6. Sign all legal documents as required by law.
7. Perform other duties required by law and/or by the Board.

Legal Refs.: §162.301, .391, .401, 165.061, RSMo. 1999

Adopted: June 30, 1981
Revised: January 25, 2000
Revised: April 14, 2009

