

## APPOINTED BOARD OFFICERS

### *District Clerk*

The Board of Education shall annually appoint a District Clerk. The District Clerk need not be a resident or qualified elector of the District. The District Clerk shall:

1. Attend all Official Public sessions as required by the Board of Education and record the actions taken;
2. Attend such Special and Committee Meetings as required by the Board;
3. Maintain a Minute Book that shall record all the resolutions acted upon as well as other business conducted at Board Meetings;
4. Supervise all proceedings of District Meetings and elections;
5. Provide registration books and supervise registration at all District Meetings and elections;
6. Execute all Documents, such as Notes of District indebtedness, where the signature of the District Clerk is required;
7. Notify all Board Members and Officers of Official Public Sessions or Special Meetings;
8. Notify elected Board Members of their status and terms of Office at the Organization Meeting;
9. Maintain a close working relationship with the Board, its Officers, the Superintendent, and Assistant Superintendents;
10. Maintain a Register of the holders of duly issued District Bonds;
11. Maintain an up-to-date record of Board Policies in hard copies and on the district website;
12. See that the list of material in Policy 2510 - New Board Members Orientation is distributed to new trustees and collected upon completion of board service;
13. Chair the Reorganization Meeting until a president is elected;
14. Administer Oaths of Office as required by Section 10, Public Officers Law;
15. Notify the President of the Board and the Superintendent of the appointment of Board Officers as delineated in Policy 2230.1.
16. Coordinate School Board Conventions, Workshops, Conventions, Webinars, etc.
17. Oversee the set-up of the Board Room and/or auditorium for meetings
18. Maintain a log of hours in performance of his or her duties and for such log to be made available to the Board of Education upon the request of the Board President;
19. Any other item required by the Board President as related to Board of Education business.

### *District Treasurer*

The Board of Education shall also annually appoint a District Treasurer. Such District Treasurer shall serve until the next Reorganizational Meeting, or until a successor has been appointed. The District Treasurer need not be a resident or qualified elector of the District. The District Treasurer may not be a trustee. The duties of the District Treasurer shall include but not be limited to:

1. Attending the annual reorganization meeting of the Board as required by the Board of Education.
2. Attending such other meetings, as required.
3. Being the legal custodian for filing, keeping, and protecting all financial records and reports of the District. These functions may be performed through the facilities of the Business Office.
4. Maintaining custody of an ongoing cash book which shall contain a record of all receipts and expenditures as required by the Regulations of the Commissioner of Education and by the State Department of Audit and Control, except that the details of keeping such records shall be performed by the Treasurer and Business Office.
5. Reconciling such cash book, monthly, with bank statements and maintaining a detailed record of reconciliation items.
6. Maintaining custody of an ongoing file of vouchers covering payment of all Board-authorized District obligations, except that the details of keeping such a file be performed by the Treasurer and the Business Office.
7. Issuing receipts for all District funds paid to the Treasurer, as required by the Regulations of the Commissioner of Education and by the State Department of Audit and Control.
8. Presenting a written Treasurer's Report at Official Public Sessions of the Board, showing the balance of funds on hand and available for disbursement at the meeting, total sum of the vouchers to be approved at the meeting, and the balance remaining after disbursement for such vouchers.
9. Anticipating requirements for cash to meet Board-authorized District expenses, receipts of taxes and other revenues, and required borrowing.
10. Investigating sources of loans, obtaining quotations for same, and arranging for such loans as authorized by the Board.
11. Investing, upon authorization of the Board, the surplus funds, if any, when feasible, so as to earn interest thereon.
12. Signing all checks issued in payment of Board-authorized obligations of the District and obtaining all other necessary signatures.
13. Maintaining a close working relationship with the Board, its Officers, the Superintendent, and the Assistant Superintendent for Business.

At the annual reorganizational meeting the Board shall appoint for a period of one year, an alternate District Clerk and alternate District Treasurer who shall be authorized to perform the duties of the District Clerk and District Treasurer, respectively, in the event of the absence, inability to act or resignation of the District Clerk or District Treasurer.

#### *Internal Claims Auditor*

The Board of Education shall annually appoint an Internal Claims Auditor. No individual who is a member of the Board of Education, the Clerk or Treasurer of the Board of Education, the District Business Official or Purchasing Agent or anyone directly involved in district accounting and purchasing functions shall be eligible for appointment to this position. The Internal Claims

Auditor shall review all warrants and claims against the school district and authorize payment by the District Treasurer.

*School Attorney*

The Board of Education will appoint a School Attorney for the district. The Attorney must be admitted to the bar of New York State. The Attorney will be the legal advisor to the Board. Refer to Policy 2270 for the appointment of the School Attorney.

Ref: Education Law §§902; 2121; 2122; 2130

1<sup>st</sup> Reading November 20, 2000

2<sup>nd</sup> Reading & Adoption December 20, 2000

1<sup>st</sup> Reading January 22, 2008

2<sup>nd</sup> Reading and Re-adoption February 26, 2008

1<sup>st</sup> Reading for Re-adoption March 25, 2014

2<sup>nd</sup> Reading & Re-adoption April 24, 2014

1<sup>st</sup> Reading for Re-adoption April 28, 2015

2<sup>nd</sup> Reading & Re-adoption May 26, 2015

Re-Adopted February 23, 2016 (1<sup>st</sup> & 2<sup>nd</sup> Readings were waived)