

BOARD OFFICERS

President and vice president

The president of the Board, in addition to the duties prescribed by law, shall exercise such powers as properly pertain to the office. In carrying out the responsibilities, the president shall:

1. Preside at all meetings of the Board and preserve order at all times.
2. Serve as the main point of contact between the Board and the superintendent.
3. Consult with the superintendent in planning agendas.
4. Bring before the Board such matters as in the president's judgment may require the attention of the Board.
5. Confer with the superintendent on crucial matters which may occur between Board meetings.
6. Call special meetings of the Board when necessary.
7. Appoint special committees, subject to the approval of the Board.
8. Sign written contracts approved by the Board.
9. Appear on behalf of the Board in all actions brought by or against it, unless individually a party in which case the duty shall be performed by the vice president.
10. Vote on all measures before the Board.

In the absence of the president, the vice president shall have and perform all of the power and duties of the president.

Secretary

The Secretary of the Board shall perform the following duties:

1. Ensure that a record is kept of all business transacted by the Board at either regular or special meetings.
2. Cause written notice to be given to each Board member for all special meetings.
3. Be the custodian of the seal of the district.
4. Cause all notices of school elections to be published and posted and perform such duties in the conduct of school elections as required by law.
5. If required, attest any written contract approved by the Board and affix the district seal thereto.
6. Perform such other duties as may be assigned by the Board.

Treasurer

The Treasurer of the Board shall perform or cause to be performed the following duties:

1. Account for all funds belonging to the district or coming into its possession.
2. Render a report of all funds when required by the Board.
3. Sign either by written signature or facsimile all payments approved by the Board.
4. Deposit funds belonging to the district as directed by the Board.
5. Perform such other duties as may be assigned by the Board.

Adopted prior to 1985

Revised to conform with practice: date of manual adoption

Revised August 21, 2013

Legal refs.: C.R.S. 22-32-104 (3); 22-32-105, (president and vice president)
C.R.S. 22-32-104 (4); 22-32-106, (secretary)
C.R.S. 11-10.5-111; 22-32-104 (4); 22-32-107 (treasurer)

Cross refs.: DG, Banking Services (And Deposit of Funds)
DGA, Authorized Signatures
DH, Bonded Employees and Officers