

Policy #: 141
SCHOOL DISTRICT OF WEBSTER
Date Adopted: May 17, 2011
Date Revised:
Policy Title: Board Officers

1. The Board of Education shall consist of seven members.
2. Board members shall be elected as prescribed by the laws of Wisconsin.
3. The organizational meeting for the election of officers will be held on the fourth Monday in April following the election. The officers shall be President, Vice President, Clerk, and Treasurer. Each office shall be for a period of one year. Each officer shall perform the legal duties of the office and such functions as are designated by the Board of Education.

ORGANIZATION OF THE SCHOOL BOARD

RESPONSIBILITIES OF THE PRESIDENT

The president is responsible for conducting all school board meetings and is the chief liaison between the Superintendent and the school board members between meetings. The president is also responsible to comply with statutory requirements. (120.15)

RESPONSIBILITIES OF THE VICE PRESIDENT

The vice president's duty is to discharge the president's duties if the president is unable to discharge those duties due to disability or absence from the district. The vice president is also responsible to comply with statutory requirements. 120.05(3)

RESPONSIBILITIES OF THE CLERK

The clerk is responsible for signing all transactions related to the school district and receiving miscellaneous communications addressed to the school district. The clerk is also responsible to comply with statutory requirements. (120.17)

The clerk may be responsible for recording minutes at each meeting or a secretary, who is not a member of the board, may be appointed to record the minutes.

RESPONSIBILITIES OF THE TREASURER

The treasurer presents the financial statement at each monthly school board meeting. The treasurer is also responsible to comply with statutory requirements. (120.16)
In practice, the District Accountant usually is delegated responsibility for handling the day-to-day business affairs for the district within the policies and procedures established by the school board.

Removal of Officers

Any officer of the Board may be removed from his office, for cause by a vote of two-thirds of the members.

Cross Reference:

Legal Reference: Wisconsin Statutes

- [Section 120.15](#) [board president duties]
- [Section 120.16](#) [board treasurer duties]
- [Section 120.17](#) [board clerk duties]