

The Board of Education shall elect a President, Vice President, Treasurer, and Clerk from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth Monday in April. Voting for Board officers shall be done by voice vote. The officers shall be elected in the following order: President, Vice-President, Treasurer, and Clerk. Voting for any of the officers shall continue until a majority vote is received.

Board officers shall serve for one-year terms, from one organizational meeting until the next provided that the officer remains a member of the Board. In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall appoint another Board member to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person elected to fill the vacancy shall serve until the next organizational meeting. As noted below, the Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of state law and upon advice of legal counsel regarding the appropriate procedures.

Board officers shall perform the following duties:

Duties of the President or designee-

1. Prepare the agenda for all regular and special Board meetings, in consultation with the District Administrator.
2. Ensure that public notice is given for all meetings of the Board.
3. Preside at all Board meetings and see that the minutes are properly recorded, and approved.
4. Countersign all checks and other orders for the disbursement of District funds.
5. Defend the District from actions brought against it and prosecute actions brought by the District.
6. Serve as spokesperson for the Board.
7. Appoint standing Board committees and any other committees as determined necessary by the Board.
8. Vote on matters before the Board just as any other Board member.
9. Perform such other duties as required by law or assigned by the Board.

Duties of the Vice President or designee-

1. Carry out the duties and responsibilities of the President in his/her absence, including presiding at regular or special Board meetings.
2. Perform such other duties as assigned by the Board.

Duties of the Clerk or designee-

1. Be responsible for recording the proceedings of school district and Board of Education meetings and entering them, together with copies of all reports to municipal clerks, in the District's official records.
2. Carry out Board of Education election duties as required by law.

3. Administer the oath of office to newly elected and appointed Board members or designee.
4. Report the name and address of all Board members to the clerk and treasurer of each municipality in which the District is located within 10 days of their election or appointment.
5. Draw orders on the school district treasurer and see that they are properly recorded.
6. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
7. Furnish each teacher with a copy of his/her contract with the Board or designee.
8. Annually on or before November 10, deliver to the clerk of each municipality within the District a certified statement of the amount of taxes to be collected.
9. File a timely and verified annual school district report with the Department of Public Instruction.
10. Perform such other duties as required by law or assigned by the Board.

Duties of the Treasurer or designee–

1. Receive and deposit promptly in the officially designated District depository (ies) all monies paid to the District, and keep a record of the receipt of such monies.
2. Provide for the disbursement of District funds in accordance with state law.
3. See that a monthly report is submitted to the Board reflecting the current balance in District funds and receipts for the preceding month.
4. Present to the annual meeting a written statement of all money received and disbursed by the treasurer during the preceding year.
5. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
6. Make arrangements to sue for all monies due the District.
7. Perform such other duties as required by law or assigned by the Board.

**Legal Reference**

**Wisconsin Statutes**

- [Section 17.13](#) [removal of officers]
- [Section 19.88\(2\)](#) [election of officers by secret ballot]
- [Section 120.05](#) [election of board officers in common and union high school districts]
- [Section 120.06](#) [partial identification of clerk duties related to Board of Education elections]
- [Section 120.11\(2\)](#) [special board meeting – clerk duties]
- [Section 120.15](#) [partial list of board president duties]
- [Section 120.16](#) [partial list of board treasurer duties]
- [Section 120.17](#) [partial list of board clerk duties]
- [Section 120.43\(1\)](#) [election of board officers; *This reference should be included for unified school districts instead of section 120.05(1), and should not be included for common and union high school districts*]

**Cross References:**

171.2 Agenda Preparations and Dissemination

Approved: 12/10/01  
 Revised: 5/14/07, 4/24/17