

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

**CODE: BDB**

**BOARD OFFICERS**

The officers of the Board shall be chairman, vice-chairman, clerk and treasurer.

**DUTIES OF THE CHAIRMAN**

The chairman of the board shall preside at all Board meetings. The chairman shall have full voice and vote on all motions put before the Board.

**DUTIES OF THE VICE-CHAIRMAN**

In the absence of the chairman, the vice-chairman shall preside at the meeting. If neither chairman nor vice-chairman is present, the clerk shall preside at the meeting. If the chairman, vice-chairman nor clerk is present, the board members who are present shall elect a temporary chairman for the purposes of the meeting.

**DUTIES OF THE CLERK**

1. Co-sign, with the chairman, all warrants and checks unless the treasurer's signature is affixed;
2. Keep the minutes of the meetings of the Board and a calendar of all matters referred to committees and others, and report action or non-action on the same at each regular meeting;
3. Have care and custody of the record books and documents of the Board;
4. Cause the annual report to be made and forwarded to the proper local, county, and state officials;
5. Receive all communications as directed by the Board;
6. File all papers pertaining to district business;
7. Call special meetings of the Board when requested;

**DUTIES OF THE TREASURER**

The treasurer is the custodian of the school district funds. He shall:

1. Cause an account to be kept of the receipts and expenditures of the district;
2. Co-sign, with the chairman, all warrants unless the clerk's signature is affixed;
3. Have custody of all district money and pay it out on order of the clerk, countersigned by the chairman;
4. Render a financial statement at any time required by the Board and, at the close of each fiscal year, cause to be published in some newspaper of general circulation within the school district, a detailed report showing the sources of revenue and the purposes for which monies were expended.

In the event a vacancy should occur in any office of the Board of Trustees, the vacancy shall be filled by a remaining member of the Board of Trustees.

Adopted: 1/20/98  
Revised: 1/16/07  
Revised: 6/16/09  
Revised: 3/21/2017