

BOARD OFFICER DUTIES

Board President

The Board President shall:

- a. Preside at all meetings of the Board of Education.
- b. Decide all questions of order, subject to an appeal to the Board by any member.
- c. Sign all documents on behalf of the Board.
- d. Appoint committees chairpersons after receiving preferences from individual Board members; and appoint temporary committees when the occasion demands-
- e. Serve as an ex-officio member of all Board committees, with voting privileges in the absence of a quorum.
- f. Appoint a parliamentarian.
- g. Serve as a member of the committee to appoint citizens to the Board of Directors of the Milwaukee Area Technical College.
- h. Enforce all rules and actions of the Board and take such action as may be necessary.
- i. When necessary, interpret the rules and actions of the Board and such interpretation shall stand unless later changed by Board action.
- j. Perform all other duties incident to the office as prescribed by state law or assigned by the Board.

Vice-President

The Vice-President shall:

- a. Perform duties of the President during his/her absence or disability.
- b. Lead personnel topics with the Superintendent in Executive Session.
- c. Meet with Board committee chairs to make recommendations to the Board on new and revised policies.
- d. Perform other duties as may be assigned by the Board.

Clerk

The Clerk shall:

- a. Perform those duties incident to the office as prescribed by state law. The performance of these duties may be accomplished by delegation to the Superintendent of Schools or his/her designee as and when the Clerk, in his/her discretion, may deem it appropriate.
- b. Exercise the powers and perform the duties of the President during the absence or disability of both the President and Vice-President.
- c. Perform other duties as may be assigned by the Board.

Treasurer

The Treasurer shall:

- a. Perform those duties incident to the office as prescribed by state law. The performance of these duties may be accomplished by delegation to the Superintendent or his/her designee as and when the Treasurer, in his/her discretion, may deem it appropriate.
- b. Perform other duties as may be assigned by the Board.

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Secretary

The Secretary shall:

- a. Keep a proper and complete record of the proceedings of the Board, and prepare minutes for distribution and filing.
- b. Post all legal notices and prepare all legal documents and state reports.
- c. Perform such other duties as are prescribed by state law or assigned by the Board.

The performance of the above Secretary duties may be accomplished by delegation to the Superintendent or his/her designee as and when the Secretary, in his/her discretion, may deem it appropriate.

LEGAL REF.: Sections 120.05(3) Wisconsin Statutes  
120.15  
120.16  
120.17  
120.44

CROSS REF.: 141.1, Board Officer Elections  
144, Parliamentarian  
185, Board Committees

APPROVED: June 1, 1981

REVISED: May 14, 1990  
June 9, 1992  
November 14, 1995  
June 11, 1996  
September 23, 2002  
June 24, 2013