

POLICY 8412  
SCHOOL BOARD OFFICER DUTIES

School Board officers shall be elected each year during the organizational meeting

**SCHOOL BOARD PRESIDENT**

The President shall:

1. Serve as chair of all School Board meetings. He/she shall temporarily relinquish the chair to the Vice President during School Board meetings when the President wishes to introduce or second motions.
2. See that minutes are properly approved.
3. Defend the District from actions brought against it and prosecute actions brought by the District.
4. Perform such other duties as required by law or as directed by the School Board.

**SCHOOL BOARD VICE PRESIDENT**

The Vice President shall:

1. In the absence of the President or under circumstances outlined above, serve as chair of Board meetings.
2. Perform other duties as required by law or as directed by the Board.

**SCHOOL BOARD CLERK**

The Clerk shall:

1. Certify the annual tax levy.
2. Sign official reports and documents on behalf of the School Board.
3. Conduct School Board and referendum elections. Specifically, he/she shall arrange to have the necessary election notices published, obtain necessary materials, verify declarations of candidacy, determine positions on ballots, canvass the election returns, and perform other duties.

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LEGAL REF.: Wisconsin Statutes  
Statutes 120.15[President duties]  
120.16[Treasurer duties]  
120.17[Clerk duties]

CROSS REF.: 8740, School Board Organizational Meeting

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 8, 1993

REVISED: April 22, 1996  
July 10, 2001  
February 24, 2015