

**SCHOOL BOARD****DUTIES OF OFFICERS****I. CHAIR**

- A. He/she shall preside at all meetings of the Board.
- B. He/she shall appoint all special committees.
- C. He/she shall confer with the superintendent as may be necessary and desirable regarding school and related matters.
- D. He/she shall call special meetings of the board providing legal notice is given to all members. Legal notice shall be written or oral but must be received by all members.

**II. VICE-CHAIR**

- A. Perform the duties of the Chair in his/her absence.

**III. CLERK**

- A. The clerk shall keep the minutes of the Board in records provided for that purpose.
- B. He/she shall publish such proceedings of the Board as may be determined by the Board consistent with the law requiring official publication.
- C. Together with the superintendent, he/she shall be responsible for a detailed account of all business of the board including interpretation of receipt and expenditure summaries.
- D. He/she shall be responsible for all official board correspondence.