

## SUGAR SALEM SCHOOL DISTRICT #322 POLICY

TITLE: <u>Board of Trustees – Officers and Duties</u>	NUMBER: <u>1210</u>
	NEW: <u>1985</u>
	REVISED: <u>September 2006</u>

1. The officers shall include the chairman, the vice chairman, the clerk, and a treasurer. At the annual meeting, after the trustees have taken the oath and assumed office, the reconstituted board shall organize and shall elect officers for the ensuing year.
2. The clerk and treasurer may or may not be members of the board.
3. The chairman of the board should preside at each meeting of the board of trustees of the district which he or she attends. The chairman shall perform the duties incumbent upon him or her by statute, enforce the rules, direct the attention of the board to the duties required of it by law at the proper time for its action, and perform such other duties which pertain to his or her office. The chairman is authorized to vote on all issues before the board.
4. The vice chairman acts in the absence of the chairman, with all the powers and authority of the chairman.
5. The clerk serves at the pleasure of the board of trustees and is subject to the direction and control of the board. The clerk of the board of trustees shall have such duties as shall be prescribed by the board. He/She shall keep the record of the proceedings and shall enter in said record all matters required by law or by the board, so to be entered; and said record shall be open to inspection by any person at all reasonable times.
  - a. When the clerk does not attend a meeting of the board of trustees, the board shall appoint some person who, as temporary clerk, shall keep the record of the proceedings of the board and certify the same to the clerk to be entered by him/her.
  - b. Whenever, in the judgment of the board of trustees, it is deemed prudent so to do, the clerk may be placed under a fidelity bond, in the manner of Section 33 509, in such amount as the board of trustees shall determine.
  - c. If the clerk is not a trustee, the board, at its discretion, may allow compensation for his/her services. However, if the clerk is a member of the board, no compensation should be provided.
6. The treasurer of the district also serves at the direction, control, and pleasure of the board.
  - a. The treasurer elected by the board of trustees of a school district shall have such duties as the board may prescribe.
  - b. He/She shall be placed under a fidelity bond issued by a surety company authorized to do business in the State of Idaho, in such amount as the board of trustees may from time to time determine, or under personal bond equal to twice such determined amount with at least two (2) sureties on the bonds of county officers.

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- c. The treasurer shall deposit the monies of the district in accordance with the provisions of the Public Depository Law as now appearing or as it may be amended.
- d. If the treasurer is not a trustee, he/she may, at the discretion of the board, be compensated for his/her services. Any board member serving as treasurer should not receive compensation.