

## DUTIES

### President

The President of the Board shall:

- A. preside at meetings of the Board;
- B. perform other duties appropriate to the office of the President in the management of schools and as designated by State Statute.

### Vice President

The Vice President of the Board shall:

- A. preside at meetings of the Board when the President is not able to attend;
- B. perform other duties appropriate to the office of Vice President in the management of the Corporation as the Board determines;
- C. in case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.

### Secretary

The Secretary of the Board shall:

- A. record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;
- B. perform other duties required by law or by the School Board.

### Treasurer

The Board shall appoint a person, other than the Superintendent or a member of the Board, to serve as Treasurer of the Corporation.

The Treasurer shall be the official custodian of all funds of the Corporation and shall be responsible for the proper safeguarding and accounting for all such funds.

In addition, the Treasurer shall issue a receipt for all funds coming into his/her hands as well as deposit money and issue all warrants in accordance with law.

The Treasurer may also transact Corporation financial business with a financial institution through the use of electronic funds transfer.

The Treasurer shall meet all bonding requirements.

#### Legal Counsel

The Board may appoint a legal counsel whose duty shall be to advise the Board and the Superintendent and others as designated by the Superintendent on specific legal problems submitted by the Superintendent and to make such recommendations as required. The legal counsel shall also represent the Board where required by law.

#### Reports

The Board shall publish a financial report and an annual report as required by law. In addition the Board shall publish other reports it deems necessary to keep the community and governmental authorities adequately informed about the operation of the Corporation.

I.C.5-11-1-4

#### Association Memberships

The School Board may maintain membership in the National and State Boards Associations and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations, which the Superintendent and Board find to be of benefit to members and Corporation personnel.

The materials and other benefits of these memberships will be distributed and used and to the best advantage of the Board and staff.

#### School Board Conference, Conventions, and Workshops

The Board recognizes the value of membership and attendance at conference and meeting at the local, County, State, and National level.

Attendance at local, County, and State workshops and conferences is encouraged.

Travel and personal expenses of spouse, children, other guests traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended, as a group will be borne by the Corporation within budgetary limits.

Board members are encouraged to provide an oral or written report of knowledge gained from conference attendance.