

## BOARD OFFICERS

### Duties of the Chair

The Chair of the Board of Trustees of the school district shall preside at all meetings of the Board of Trustees at which the Chair is present. The Chair shall have full voice and vote on all motions put before the Board.

### Duties of the Vice-Chair

The Vice-Chair shall preside at all meetings of the Board of Trustees at which the chair is not present. If neither the chair or Vice-Chair is present at any meeting of the Board of Trustees, the members who are present shall elect a temporary chair for the purposes of the meeting.

### Duties of the Clerk

The Clerk shall:

1. Within thirty (30) working days after the close of each fiscal year, cause all fiscal reports to be submitted to the State Superintendent of Public Instruction for the past fiscal year. The reports shall contain the information required by the State Superintendent of Public Instruction. A copy of the reports shall also be filed with the Sheridan County Clerk;
2. Cause to be filed copies of all reports made to the State Superintendent of Public Instruction and all papers transmitted to him/her by school officers or other persons pertaining to the business of the district;
3. Cause a certificate to be endorsed upon every bond or evidence of debt, issued pursuant to law, that the same is within the lawful debt limit of such school district and is issued according to law;
4. Cause a recording of all proceedings of the Board in books to be kept for that purpose.

### Duties of the Treasurer

The Treasurer shall:

1. Oversee custody of all moneys belonging to the district and pay out the same on order of the Clerk, countersigned by the Chair;
2. Cause an account to be kept of the receipts and expenditures of the district;

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3. Render a statement of the finances of the district at any time when required by the district Board of Trustees; and cause a detailed report showing the sources of revenue and the purposes for which moneys were expended to be published at the close of each fiscal year in some newspaper of general circulation within the school district.

Reference

W.S. 21-3-114  
W.S. 21-3-116  
W.S. 21-3-117  
W.S. 21-3-118

First Reading: 11-4-24  
Second Reading: 12-2-24