

Lancaster Community School District

Board of Education

BOARD OFFICERS

Officers of the Board of Education are the President, Vice President, Treasurer and Clerk. They are responsible for performing the duties of those offices in accordance with state law and as assigned by the Board.

The Board President serves as chairperson of all Board meetings and sees that the minutes are properly approved. He/she appoints members to various committees as needed. The President shall have a vote on motions placed before the Board for action. The President shall sign on behalf of the Board such documents as may require his/her signature. In the absence of the President, the Vice President shall assume said responsibilities as deemed necessary

The Board Vice President shall serve as chairperson of all Board meetings in the absence of the President.

The board treasure receives all money due the District (the District Administrator and/or bookkeeper may serve as his/her agent), deposits District monies in the designated public depository and disburses funds by order check. The Treasurer shall sign on behalf of the Board such documents as may require his/her signature.

The Board Clerk is responsible for recording the proceedings of District and Board meetings and entering them together with copies of all reports to municipal clerks in the District's official records. Many of the duties of the Clerk have been delegated to the District Administrator and his/her staff through various resolutions of the Board and a gradual evolution of reporting and accounting procedures. The administrative staff is responsible for personnel, financial accounting and the various reports required by the department of public instruction. As the elected officer of the District, the Clerk has the responsibility for the review of records and reports and the ultimate responsibility for the performance of the Clerk's duties. The Clerk shall sign on behalf of the Board such documents as may require his/her signature.

LEGAL REF: Sections 120.05 Wisconsin Statutes
120.13(23)
120.15
120.16
120.17

APPROVED: October 14, 1981

REVISED: May 9, 1990
October 16, 2002
February 13, 2014