

## BOARD OF EDUCATION

### BOARD MEMBERS - QUALIFICATIONS, TERM, AND DUTIES OF BOARD OFFICERS

The School Board officers are: President, Vice-President, Secretary, and Treasurer.

#### President

The School Board elects a President from its members for a two-year term. The President shall not serve more than two consecutive terms, unless a majority of the Board members vote to waive this restriction. The duties of the President are:

1. Preside at all meetings;
2. Make all Board committee appointments;
3. Be an ex-officio member of all Board committees;
4. Represent the Board on other boards or agencies;
5. Sign official District documents requiring the President's signature, including Board Minutes and Certificate of Tax Levy;
6. Call special meetings of the Board;
7. Review appeals of record access requests that were denied; and
8. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members.

If the President vacates the office, is absent from any meeting, or refuses to perform his or her duties, the Vice-President shall assume those duties. If both the President and Vice-President are absent, a President Pro Tempore shall be appointed from the Board membership.

Neither the President nor any other officer of the Board shall execute any contract on behalf of the Board unless the contract shall have previously been presented to all Board members for review, comment and approval, and presented to and reviewed by the Attorney with recommendations to the School Board.

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#### Vice-President

The School Board elects a Vice-President from its members for a two-year term. The Vice-President shall not serve more than two consecutive terms. The Vice-President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice-Presidency is filled by special Board election.

#### Secretary

The Secretary may be a member of the Board who serves a two-year term. In the alternative, the Board may appoint a person who is not a Board member to serve at the Board's discretion with compensation. Any compensation for the appointed Secretary shall be established prior to his or her appointment by the Board. If the Secretary is a member of the Board, the Board may fix annual compensation in an amount not exceeding \$500.00.

The Secretary shall perform or delegate the following duties:

1. Post notice for Board meetings;
2. Keep Board meeting minutes;
3. Prepare Board meeting agendas submitted by the President and Superintendent, and provide them, along with prior meeting minutes, to Board members before the next meeting;
4. Draft policy motions upon the President's and/or Superintendent's request and advise;
5. Mail meeting notification and agenda to news media who have officially requested copies;
6. Keep records of the Board's official acts, and sign them, along with the President, before submitting them annually to the Treasurer on the First Monday of April and October and on such other times as the Treasurer requests;
7. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;

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8. Act as the local election official for all school elections;
9. Arrange public inspection of the budget before adoption;
10. Publish required notices;
11. Sign official District documents requiring the Secretary's signature; and
12. Maintain up to date files on Board policies, financial reports, publicity, correspondence, and all Board actions;
13. Arrange for public inspection of and hearing on the tentative budget no less than thirty (30) days prior to budget adoption.

If the Secretary is absent from any meeting or refuses to perform his or her duties, a Secretary Pro Tempore, who may be a member of the Board, shall be appointed. A permanent vacancy in the office of Secretary is filled by special Board election.

#### Recording Secretary

The Board may appoint a Recording Secretary who is a staff member.

If the Recording Secretary is absent from any meeting or is unable to perform the duties of the office, a Secretary Pro Tempore, who may be a member of the Board, shall be appointed.

The Recording Secretary's primary responsibility shall be the keeping of records, in bound books with numbered pages, of all transactions of the School Board in regular and special open meetings. All closed meeting minutes shall be recorded by the Recording Secretary or designee of the President.

#### Treasurer

The Treasurer of the Board shall be either an elected member of the Board who serves a one-year term or an appointed non-Board member who serves at the pleasure of the Board. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided such compensation is established before the appointment. Such compensation may not be decreased during his or her term.

An appointed Treasurer must:

1. Be at least 21 years old with approved integrity;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

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The Treasurer shall:

1. Furnish a bond, in proper form and amount, and with appropriate sureties, payable to the Board and conditioned upon the faithful discharge of his or her duties. Such bond shall be approved by a majority of the full Board, and filed with the Regional Superintendent of Schools;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office caused by the death, resignation or removal from office of the Treasurer shall be filled by Board appointment. The Board may determine the temporary incapacity of its Treasurer occasioned by illness, absence from the District, or any other cause which prevents the prompt performance of his or her duties, and appoint an acting Treasurer to serve until the Board determines that such temporary incapacity no longer exists.

The records of the Treasurer shall be open to public inspection.

LEGAL REF.: Illinois School Code, Sec. 8-1, 8-2, 8-3, 8-6, 8-15, 8-16, 10-5, 10-7, 10-8, 10-13, 10-13.1, 10-14, 10-16 and 17-1 (105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-15, 5/8-16, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16 and 5/17-1); Illinois Governmental Ethics Act, Sec. 4A-106 (5 ILCS 420/4A-106).

CROSS REF.: 270.01

Adopted: March 10, 1983  
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