

The following are to be elected officers for the Board of Education: President, Vice-President, Clerk, and Treasurer.

Duties of the President:

1. Perform such duties as provided by Wisconsin Statutes
2. Countersign all orders as provided in Wisconsin Statutes 120.15
3. Defend on behalf of the district all actions brought against it: prosecute, when authorized by district meeting or board, actions brought by the district
4. Act as chairperson of board meetings and see that minutes of the meeting are properly recorded and approved
5. Decide any questions or parliamentary order subject to appeal by any member of the Board
6. Sign or cause his/her facsimile signature on all documents as required on behalf of the Board
7. Appoint all committees as may be at any time provided by motion of the Board, and be an ex-officio member of each committee
8. Entitled to have his/her vote counted on every issue before the Board

Duties of the Vice-President:

1. Perform the duties assigned to the President in the event of the latter's absence or inability to act

Duties of the Clerk:

1. Perform such duties as are provided by Wisconsin Statutes
2. Cause a record of the proceedings and communications of the Board to be kept
3. Cause to be filed and preserved all minutes of proceedings, reports, resolutions, and documents in a manner convenient for the Board's reference
4. Cause all members of the Board and district administrator to be notified of special meetings at least 24 hours prior thereto
5. Preside at Board of Education meetings in the absence of the President and Vice-President
6. Be responsible for certification of tax levies to each municipality in the district according to state law
7. Sign, cause his/her facsimile signature, or cause his/her designee's signature to be placed on all orders, salaries, and contracts approved by the Board of Education

Duties of the Treasurer:

1. Perform such duties as are provided by Wisconsin Statutes
2. Be responsible to proper keeping of school district accounts of all monies raised and apportioned for the North Lake School District
3. Co-sign or cause facsimile signatures by the president, clerk and treasurer on all district checks
4. Cause to be entered into the account books all monies received and disbursed
5. Cause to be deposited funds received in the name of the district in the public depository selected by the Board
6. Present at the annual meeting a signed written statement of all monies received and disbursed during the preceding year
7. Preside over Annual Budget Hearing

Wisconsin Statutes	120.15 120.11(1) 120.17 120.16 120.16(2)	Adopted: Revised:	12-16-81 8-20-97
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