

**Vallivue School District 139**

Each board will organize itself at its annual meeting in July and elect a chairman, a vice-chairman, a clerk, and a treasurer. The clerk and the treasurer may be members of the board or, at the discretion of the board, either or both may be selected among competent and responsible persons outside the membership of the board. The board, at its discretion, may allow compensation for the clerk and for the treasurer if other than the county treasurer.

**DUTIES OF BOARD CHAIRMAN**

The chairman of the board will serve as president of the board and is authorized to vote on all issues before the board. The chairman's duties and rights will include:

1. Presiding at all meetings of the board and enforcing the usual parliamentary rules;
2. Offering resolutions and discussing questions;
3. Calling special meetings of the board whenever there is sufficient business to conduct, or upon written request of other members of the board;
4. Advising the superintendent on the preparation of the agenda for meetings;
5. Exercising such other powers as may be delegated to him/her by the board;
6. Appointing an assistant clerk in the absence of the clerk;
7. Affixing his/her signature to such documents as the annual financial statement, master agreements, board transcript, and all other instruments as deemed necessary by the board for accurate and official board records.
8. Advising the Superintendent so that all regular and special meetings of the board comply with the Idaho Open Meeting Law.

**DUTIES OF BOARD VICE-CHAIRMAN**

In the absence of the chairman, the vice-chairman will perform the duties and obligations of the chairman.

**DUTIES OF TREASURER**

The treasurer will be placed under fidelity bond in the manner prescribed by Idaho Code 33-509 in such amount as the board may from time to time determine.

The treasurer will account for the deposit of all monies of the district in accordance with the provisions of the public depository laws, Chapter 1, Title 57, Idaho Code.

The treasurer elected by the board will have such duties as the board may prescribe. Such duties include:

1. Keeping a full and accurate record of the financial transactions of the Vallivue School District; and
2. Depositing the monies of the Vallivue School District in accordance with the provisions of the Public Depository Law revised statutes.

**DUTIES OF AN ASSISTANT TREASURER**

The superintendent shall act as assistant clerk/treasurer. Assistant treasurers will be subject to the control, supervision, and direction of the clerk/treasurer of the district. The principal of each school is appointed as assistant treasurer and their secretary is appointed as the “other employee of the district designated by the board of trustees” in regard to school activity funds.

**DUTIES OF THE CLERK**

The position of the clerk and treasurer may be combined with the designation clerk/treasurer.

The clerk of the board will attend all meetings of the board, will keep the records of the proceedings, and will enter into the record all matters required by law, or by the board. The record will be open for inspection at all reasonable times.

When the clerk is unable to attend a meeting of the board, the board will appoint another person who will act as a temporary clerk and who will keep a record of the proceedings. That person will certify the record to the clerk, who will then enter the record.

Additional duties of the clerk prescribed by the board will include:

1. Keeping a full and accurate record of the proceedings of the board. Such minutes will be available to the public;
2. Being responsible to the board for all matters pertaining to the care of the board’s records and documents;
3. Notifying all board members of meetings and ensuring that all special meetings are called in conformance with the Open Meeting Law.



**LEGAL REFERENCE:**

Idaho Code Sections

9-340, *et seq.*, 33-506, 33-508, 33-509, 33-509A

**ADOPTED: 10/8/73 (replaces 202.2, 202.3, and 202.4 by combining the board positions of chairperson, vice-chairperson, and clerk/treasurer into one policy)**

**AMENDED: 9/22/80, 7/9/90, 11/8/94, 7/9/96, 7/13/99, 7/9/02, 7/12/05, 11/11/08**