

### **CLERK OF THE BOARD**

The Clerk of the Board shall perform the following legal duties of the office and such other functions as are delegated by the Board of Trustees:

1. Attend all meetings of the Board, keep an accurate journal of its proceedings, and have the care of the records, books and documents of the Board;
2. Make proper calls for Trustee elections, bond issues, and calls for bids as provided by law;
3. Publish all records as required by law and make the necessary reports as requested by the State Board of Education; and
4. Be excused from Board meetings at which his/her appointment or salary are being considered or at the wish of the Board by majority vote.

### **BUSINESS MANAGER/TREASURER**

The Business Manager/Treasurer shall perform the following legal duties of the office and such other functions as are delegated by the Board of Trustees:

1. Prepare and submit to the Board of Trustees necessary reports showing:
  - A. Money received since the last report and from what sources received;
  - B. Amount of all funds and how invested;
  - C. All monies disbursed and purpose for which expended;
  - D. Balance of the general fund in the hands of the Business Manager/Treasurer; and
  - E. Number, date, and amount of all bonds issued by the Board of Trustees.
2. Prepare and submit in writing monthly reports of the finances of the District only upon checks signed by the Superintendent, or in his/her absence, by the Chair or Vice-Chair, countersigned by the Business Manager/Treasurer;
3. Deposit all monies belonging to the District in accordance with the instruction of the Board and in compliance to State of Idaho laws;

4. Upon entering the discharge of his/her duties, furnish a corporate surety bond, in an amount approved by the Board, bond to be paid for by the District;
5. In cooperation with the Superintendent, prepare a Budget annually for consideration by the Board and shall assist in administering the Budget as approved by the Board;
6. Keep necessary personnel records for all employees;
7. Act as purchasing agent of the Board in cooperation with the Superintendent; and
8. Be excused from Board meetings at which his/her appointment or salary are being considered or at the wish of the Board by majority vote.

**Policy Cross Reference:**

**Legal Reference:**

Idaho Code §33-508  
Idaho Code §33-509

Duties of Clerk  
Duties of the Treasurer

**Policy History:**

Adopted: 04/25/1974  
Reviewed: 07/28/2008