

1. **President** — The president of the Board of Directors presides at all of its meetings, signs all warrants and drafts, respectively, drawn upon the treasurer for money apportioned and taxes collected and belonging to the school corporation, and all orders on the treasurer drawn as provided by law, signs all contracts made by the board, and appears on behalf of the school corporation in all actions brought by or against it. The president shall be entitled to vote as a member.
2. **Vice President** — In the absence of the president, the vice president shall serve, and, in so doing, shall exercise all the powers and bear all the responsibilities of the president.
3. **Treasurer** — It is the responsibility of the board to appoint a treasurer. The board may appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the Treasurer, will take the oath office during the meeting at which the individual was appointed or no later than ten days thereafter.

The treasurer shall receive all monies belonging to the school corporation, pay the same out only upon the order of the president, countersigned by the secretary, keeping an accurate account of all receipts and expenditures. The treasurer shall register all orders drawn and reported to the treasurer by the secretary, showing the number, date, to whom drawn, the fund upon which drawn, the purpose and the amount.

At a regular or special meeting held on or after August 31 of each year, and prior to the organizational meeting held after the regular school election, the board of each school corporation shall meet, examine the books of and settle with the secretary and treasurer for the year ending on the preceding June 30, and transact other business as necessary. The treasurer at the time of settlement shall furnish the board with a statement from each depository showing the balance then on deposit in the depository. If the secretary or treasurer fails to make proper reports for the settlement, the board shall take action to obtain the balance information.

The Treasurer will give bond or be covered by an insurance policy in an amount set by the board. The cost of the bond or insurance policy will be paid by the school district.

4. **Secretary** — A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It is the responsibility of the board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the Board; to keep complete minutes of special and

regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; publish Board proceedings and the schedule of bills allowed (including a list of claims allowed); to sign warrants drawn on the school funds after board approval; and collect data on truant students. The Board Secretary may designate an individual(s) to assist with responding to and processing requests for records of the district. The Board Secretary will also be responsible for filing the required reports with the Board of Directors, the Iowa Department of Education, and all other entities, as required. The Secretary shall coordinate with the treasurer regarding financial records, reporting and cash flow needs as of the school district.

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, the Executive Director of Human Resources will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary will give bond or be covered by an insurance policy in an amount set by the board. The cost of the bond or insurance policy will be paid by the school district.

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