



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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Board Officers

Board officers shall be elected within thirty days of the fourth Monday in April and shall serve one-year terms. The officer elections shall normally be conducted at the regular meeting in May.

Board officers shall consist of a President, Vice-President, Clerk and Treasurer.

Duties of President

The President shall:

1. Preside at all meetings of the Board.
2. Decide all questions of parliamentary order, subject to an appeal by any Board member.
3. New Board members shall meet with the District Administrator and the Board President to discuss Board and administrative responsibilities, including reviewing pertinent materials, and ensure that new Board members are given information on inservice sessions for new Board members (conducted by the Wisconsin Association of School Boards) and encouraged to attend.
4. Appoint all Board committees, unless otherwise provided.
5. Sign all documents on behalf of the Board and countersign all warrants drawn upon the treasury, except as otherwise provided.
6. Have the right, as other members of the Board, to offer resolutions, to discuss questions and to vote thereon.
7. Defend on behalf of the district all actions brought against it and prosecute, when authorized by the annual meeting or the Board, actions brought by the district.
8. See that minutes of the meeting are properly recorded, approved and signed.
9. Promote Board training and development opportunities.
10. Perform all other duties as prescribed by law or by the Board.

Duties of Vice-President

The Vice-President shall:

1. Chair Board meetings and otherwise fulfill the duties of the President in the event of absence or incapacity on the part of the President.
2. Perform all other duties as prescribed by the Board.

Duties of Treasurer

The Treasurer shall:

1. Receive and deposit promptly in the officially designated district depository all monies paid to the school district.
2. Keep a record of the receipt of said monies and present an account of said monies at the annual meeting.
3. Sign checks in payment of lawfully incurred and properly approved expenditures.
4. Perform all other duties as prescribed by law or by the Board.

Duties of Clerk

The Clerk shall:

1. Keep a record of all proceedings of the Board.
2. Be responsible for the care and custody of the record books of the Board, including all reports, communications, papers and documents relating to the business of the Board or belonging to the Board.
3. Cause written notice to be given to each member of the Board for all Board meetings.
4. Sign documents on behalf of the district as required by state law and/or the Board.
5. Furnish each teacher with a copy of the contract between him/her and the Board.
6. Countersign all warrants drawn upon the treasury, except as otherwise provided.
7. Perform all other duties as prescribed by law or by the Board.

LEGAL REF.: Sections 120.05 (1)(c) Wisconsin Statutes
120.11(1)
120.15
120.16
120.17

APPROVED: February 9, 1989
REVISED: August 8, 1996
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REVISED: March 12, 2020
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