

# DERRY TOWNSHIP SCHOOL DISTRICT

## BOARD OPERATIONS GUIDELINE

APPROVED: November 5, 2012

REVISED: August 11, 2014  
December 14, 2015  
February 11, 2019

### 005-BOG-0. DUTIES OF BOARD OFFICERS

#### Board President

The Board President will be responsible to:

1. Preside at all regular and special Board meetings.
2. Call special meetings at any time and when requested, in writing, by three (3) members of the Board.
3. Be the executive officer of the Board and execute, when authorized by the Board, all deeds; contracts; warrants to tax collectors; reports; and other documents pertaining to Board business that require the President's signature.
4. Sign an order for payment of all current bills, accounts and contracts approved by the Board.
5. Sign orders for payment of amounts owing under any contracts previously approved by the Board and by prompt payment of such the District will receive a discount or advantage, without Board approval first having been secured.
6. Maintain ongoing communications with the Superintendent regarding District matters.
7. Meet with the Superintendent the week prior to the board meeting and invite up to three additional board members to finalize the agenda, taking into account all Board Member's items for consideration.
8. Recommend for Board approval Board Member Committee and Delegate assignments no later than the first meeting in January and as soon as practicable after a vacancy occurs.
9. Perform other duties pertaining to the office and as directed by the Board.

#### Board Vice-President

In the absence of the Board President, the Vice-President will be responsible to:

1. Preside at all regular and special Board meetings.

2. Call special meetings when requested, in writing, by three (3) members of the Board.
3. Execute all deeds; contracts; warrants to tax collectors; and other documents pertaining to Board business, when directed by the Board.
4. Sign checks or vouchers for payment of current expenses and salaries, upon request of the Board President and authorization of the Board.
5. Perform other duties imposed on the Board President.

Board Secretary

The Board Secretary will be responsible to:

1. Attend all regular and special Board meetings and keep a correct and proper record of all Board proceedings.
2. Prepare reports and keep accounts as required by law.
3. Prepare and sign an order on the Treasurer for payment of any bill or account approved by the Board for payment.
4. Prepare and sign orders on the Treasurer for payment of amounts owing under any contract previously approved by the Board and by prompt payment of such the District will receive a discount or advantage, without Board approval first having been secured.
5. Attest in writing the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.
6. Provide reports concerning the District on the required form and in the required manner, when requested by the State Board of Education or the Secretary of Education.
7. Have general supervision of the District's business affairs, subject to the instructions and direction of the Board and Superintendent.
8. Serve as the custodian of all records, documents, office property and official seal of the District, and at the expiration of his/her term turn the same over to his/her successor.
9. Keep correct accounts with each receiver of taxes, Board Treasurer, or District school tax collector and report a statement of tax collections with a statement of District finances at each regular Board meeting, which will be entered in full in the Board minutes.
10. Submit to the Superintendent and Board financial and other information necessary for the proper performance of their duties, including preparation of the annual budget.
11. Keep a record of all employees, their job classification, salary, absence from work and other personnel data that may be requested by the Board and in compliance with law.

12. Secure proper bond in the amount determined by the Board.
13. Pay all accounts for salaries, utilities, freight when due; discounted invoices; bid items; contracted items; and other approved expenditures, provided such funds are available. Such payments shall be reported at the next regular Board meeting.
14. Maintain financial accounts and verify all bills before presented to the Board.
15. Submit a monthly report showing all receipts and disbursements in the general account or any special accounts.
16. Invest in an approved depository the surplus funds of the District, as permitted by the School Code.
17. Perform other duties pertaining to District business as required by law or directed by the Board.

#### Board Treasurer

The Board Treasurer will be responsible to:

1. Receive all local, state and federal appropriations, District school taxes and other funds belonging to the District.
2. Make payments from District funds on proper orders approved by the Board and signed by the President.
3. Make payments from District funds on orders prepared and signed by the Board Secretary and Board President for amounts owing under any contract previously approved by the Board and by prompt payment of such the District will receive a discount or advantage, without Board approval first having been secured.
4. Deposit District funds in a depository approved by the Board.
5. Perform other duties as directed by the Board or required by law.
6. Act as the chair of the Finance Standing Committee, when the committee is organized.