

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDB
Date of Adoption: June 20, 1990 Dates of Revision: March 26, 1997 May 5, 1999 Code Revision: November 18, 2009 – previously - BCB	Page 1 of 1

SCHOOL BOARD OFFICERS

CHAIRPERSON

The chairperson shall preside at all meetings of the board. The chair shall nominate and the board shall elect all committee appointments. The chairperson shall call special meetings and shall perform all other duties as prescribed by law.

VICE-CHAIRPERSON

The vice-chairperson shall preside at meetings in the absence of the chairperson. The vice-chairperson will perform other duties as delegated by the chairperson or the board.

SECRETARY

The secretary shall be responsible for maintaining an accurate record of all board business as reflected in the minutes of school board meetings. The secretary shall be empowered to sign all papers that require signature of the board and shall act as the board's representative in financial and legal matters. A recording secretary may be employed to record and transcribe minutes of school board meetings.

TREASURER

A treasurer of the board shall be elected annually at the organizational meeting, and his/her duties shall be as stated in law. The treasurer shall take office after his/her appointment, and before entering upon the duties of his/her office shall be bonded by the district in accordance with law.

SCHOOL CLERK

The cooperative school board shall appoint annually and fix the salary of the district clerk who shall not be a member of the school board. The district clerk shall serve also as the clerk of the cooperative school board.