

DUTIES

I. Officers

A. President- The President of the Board of Education shall:

- a. Preside at meetings of the Board;
- b. Perform other duties appropriate to the office of the President.

B. Vice-President- The Vice-President of the Board of Education shall:

- a. Preside at meetings of the Board when the President is not able to attend;
- b. Perform other duties appropriate to the office of Vice-President;
- c. In case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.

C. Secretary- The Secretary of the Board of Education shall:

- a. Act as clerk at meetings of the Board;
- b. Sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;
- c. Preside at meetings when both the President and the Vice-President are not able to attend;
- d. In case of a vacancy in the office of Vice-President, succeed to the office of Vice-President for the balance of the unexpired term;
- e. Perform other duties required by law or by the Board of Education.

II. Treasurer

The School Board shall appoint a person, other than the Superintendent or a member of the Board, to serve as treasurer of the District.

The Treasurer shall be the official custodian of all funds of the District and shall be responsible for the proper safeguarding and accounting for all such funds.

In addition, the Treasurer shall issue a receipt for all funds coming into his/her hands as well as deposit money and issue all warrants in accordance with law.

The Treasurer may also transact District financial business through the use of electronic funds transfer.

The Treasurer may, with the approval of the Board, delegate the regular duties associated with his/her responsibility to a deputy, providing that person is not the Superintendent or a member of the Board.

III. Legal Counsel

The Board of Education may appoint a legal counsel whose duty shall be to advise the Board and the Superintendent and others as designated by the Superintendent on specific legal problems submitted by the Superintendent and to make such recommendations as required. The legal counsel shall also represent the Board where required by law.

IV. Reports

The Board of Education shall publish a financial report and an annual report as required by law. In addition the Board shall publish other reports it deems necessary to keep the community and governmental authorities adequately informed about the operation of the District.

V. Association Memberships

The Board of Education may maintain membership in the National and State School Boards Associations and shall take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and District personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

VI. School Board Conferences, Conventions, and Workshops

The Board of Education recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County, and State workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Travel and personal expenses of spouse, children, or other guests traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses

for convention functions attended as a group will be borne by the District within budgetary limits.

The President of the Board will regularly receive a record of Board member attendance at conferences.

Community School Corporation of Eastern Hancock County

I.C. 5-11-1-4

Adopted: November 8, 2021