

*(Urban Districts)*

The Board shall elect a secretary and treasurer and may also elect an alternate secretary and treasurer to serve in situations where the elected secretary or treasurer is absent or unable to perform the duties of the position. The secretary and treasurer will serve a two-year term until their successors are elected or qualified. The secretary and treasurer may or may not be Board members. Secretaries and treasurers who are not Board members may receive reasonable compensation for services. The Board shall elect replacements when either office is vacated or when the Board determines that the individual needs to be replaced.

**Duties of the Board Secretary**

The secretary of the Board of Education shall perform or, when permitted by this policy, cause another person to perform the following duties:

1. Obtain a bond of security from a surety approved by the Board in an amount determined by the Board but not less than \$5,000.
2. Be present at all regular and special Board meetings and, at the request of a committee chair, attend committee meetings. If the Board requests the Board secretary to leave or not attend a meeting, the alternate secretary will serve as the Board secretary, or the Board will designate a temporary secretary for the meeting.
3. Keep accurate records of Board member attendance at Board meetings and inform the Board when a member has missed three consecutive regular meetings.
4. Maintain complete and accurate minutes of all regular and special Board meetings and maintain other records of the Board in accordance with the requirements of Missouri law.
5. Safely keep all bonds or other papers entrusted to his or her care and keep a register of the bonded indebtedness of the district.
6. Keep a record of all warrants drawn upon the treasurer, showing the date and amount of each, in whose favor and upon what account it was drawn.
7. Implement the Board member election process, including posting required notices, accepting filings and submitting candidate names to the election authority.
8. Maintain the records of all Board elections, including the election of Board members and the results of all propositions submitted to voters.
9. Administer oaths or affirmations unless the duty is delegated to another person by the Board or by law.
10. Notify all members of regular, executive or special Board meetings.
11. Post all notices required by law or as directed by the Board or the superintendent acting on behalf of the Board.
12. Preside at Board meetings in the absence of both the president and vice president of the Board unless and until the Board appoints another member to serve as a temporary chair.
13. Issue and/or sign, attest to or certify reports, orders and official documents when such are required by law or as directed by the Board.

14. Unless this duty is assigned to another district official, maintain a correct plat map of the district boundaries and notify the Department of Elementary and Secondary Education (DESE) and the county clerk of any boundary changes.
15. Receive correspondence and official notifications directed to the Board and distribute to all Board members.
16. File the annual secretary of the Board report (ASBR) in accordance with law.
17. Perform all duties in a manner that maintains the trust of the Board and the confidentiality of information received in the course of performing these duties.
18. Perform such additional functions as may be required by law or authorized by the Board either directly or through the superintendent.

#### **Duties of the Board Treasurer**

The treasurer of the Board of Education shall perform or, when permitted by this policy, cause another person to perform the following duties:

1. Obtain a security bond with one or more sureties prior to performing the treasurer's duties in accordance with state law.
2. Receive district moneys and deposit them into the proper accounts.
3. Serve as the legal custodian of all bonds, moneys and other securities belonging to the district.
4. Assist the Board in choosing a depository for district funds.
5. If the treasurer is the district-designated investment officer, invest surplus funds in accordance with the district's investment policy.
6. Affix authorized facsimile signatures of the president and treasurer to district checks.
7. Pay checks or electronic funds transfers out of any moneys in the appropriate funds belonging to the district and report the transactions to the Board at each regular meeting.
8. Monitor the budget, continually compare actual expenses against budgeted expenses, and propose budget amendments as necessary.
9. Report budget irregularities and overruns.
10. Be available to participate in audits.
11. Keep complete, accurate and legal records of all moneys collected and expended in accordance with accounting procedures established by DESE.
12. Require paying agents and/or registrars to provide certificate of bond cancellation for bonds issues in book entry form.
13. Submit a monthly report to the Board reflecting the current balance in district funds, disbursements and receipts for the preceding month.
14. Keep a calendar of important dates and filing deadlines to assist in complying with reporting requirements.
15. Develop and make reports as directed by the Board.
16. Make records available for Board inspection upon request.

17.Promptly deliver to any successor in office all district books and papers with all district moneys or other property in his or her possession.

18.Perform other duties required by law and/or assigned by the Board.

### Delegation

Elected Board members who serve as a Board secretary or treasurer are responsible for ensuring that the duties of the office are properly completed even when those duties have been delegated to a district employee. When the Board secretary or treasurer is an elected Board member, the elected Board secretary or treasurer and any employee performing the duties of those offices will be bonded.

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**Note:***The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State Reference</b>	<b>Description</b>
105.273-.276, RSMo.	<a href="#">State Statute</a>
108.260, RSMo.	<a href="#">State Statute</a>
162.071, RSMo.	<a href="#">State Statute</a>
162.301, RSMo.	<a href="#">State Statute</a>
162.371, RSMo.	<a href="#">State Statute</a>
162.391, RSMo.	<a href="#">State Statute</a>
162.401, RSMo.	<a href="#">State Statute</a>
162.431, RSMo.	<a href="#">State Statute</a>
162.441, RSMo.	<a href="#">State Statute</a>
162.491, RSMo.	<a href="#">State Statute</a>
162.492, RSMo.	<a href="#">State Statute</a>
162.501, RSMo.	<a href="#">State Statute</a>
162.521, RSMo.	<a href="#">State Statute</a>
162.531, RSMo.	<a href="#">State Statute</a>
162.541, RSMo.	<a href="#">State Statute</a>
162.551, RSMo.	<a href="#">State Statute</a>
162.821, RSMo.	<a href="#">State Statute</a>
163.081, RSMo.	<a href="#">State Statute</a>

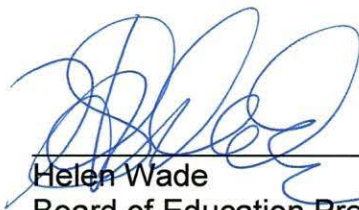
164.111, RSMo.	<u>State Statute</u>
164.131, RSMo.	<u>State Statute</u>
164.181, RSMo.	<u>State Statute</u>
164.221, RSMo.	<u>State Statute</u>
165.021, RSMo	<u>State Statute</u>
165.061, RSMo	<u>State Statute</u>
165.071, RSMo.	<u>State Statute</u>
165.081, RSMo.	<u>State Statute</u>
165.091, RSMo	<u>State Statute</u>
165.101, RSMo	<u>State Statute</u>
165.111, RSMo	<u>State Statute</u>
165.231, RSMo.	<u>State Statute</u>
165.291, RSMo	<u>State Statute`</u>
168.108, RSMo	<u>STATE STATUTE</u>
168.126, RSMo	<u>State Statute</u>
177.073, RSMo.	<u>State Statute</u>

**Policy Reference**

**Description**

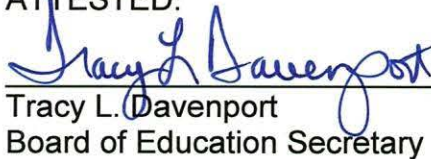
DI	<u>FISCAL ACCOUNTING AND REPORTING/ACCOUNTING SYSTEM</u>
KLA	<u>CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS</u>
AC	<u>PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION</u>
DED	<u>DISPOSITION OF UNBUDGETED REVENUE</u>
DFA-2	<u>REVENUES FROM INVESTMENTS/USE OF SURPLUS FUNDS</u>
DG	<u>DEPOSITORY OF FUNDS</u>
DGA	<u>AUTHORIZED SIGNATURES</u>
DH-2	<u>BONDED EMPLOYEES AND OFFICERS</u>
DIE	<u>AUDITS</u>
DK	<u>PAYMENT PROCESS</u>
DN-2	<u>SURPLUS DISTRICT PROPERTY</u>
GBM	<u>STAFF GRIEVANCES</u>
JGD	<u>STUDENT SUSPENSION AND EXPULSION</u>
KL	<u>PUBLIC CONCERNS AND COMPLAINTS</u>
DJFA	<u>FEDERAL PROGRAMS AND PROJECTS</u>

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Helen Wade  
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ATTESTED:



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