

# PENN MANOR SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: January 18, 2011

REVISED: August 20, 2012

## 005-BOG. 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. Appoint all committees designated as organizational committees of the Board, and serve as an ex-officio member of all Board committees.
4. 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.
5. Sign an order for payment of all current bills, accounts and contracts approved by the Board.
6. 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.
7. Perform other duties pertaining to the office and as directed by the Board.
8. Shall serve as Parliamentarian.

### 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.
6. Coordinate the Superintendent's evaluation and the quarterly report.
7. Maintain the list of Board opportunities.

#### 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. Attest in writing the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.
4. 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.
5. 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.
6. Provide notice to all Board members of any changes in regularly scheduled meetings.
7. Provide notice of all meetings as required by the School Code.
8. Act, when requested, as Secretary of any standing or special committee and prepare minutes of the meetings of such committees.
9. 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 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.
6. Have general supervision of the district's business affairs, in cooperation with the Business Manager and subject to the instructions and direction of the Board and Superintendent.
7. Submit to the Superintendent and Board financial and other information necessary for the proper performance of their duties, including preparation of the annual budget.
8. 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.
9. Secure proper bond in the amount determined by the Board.
10. 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.
11. Maintain financial accounts and verify all bills before presented to the Board.
12. Submit a monthly report showing all receipts and disbursements in the general account or any special accounts.
13. Invest in an approved depository the surplus funds of the district, as permitted by the School Code.

The Board Treasurer may request the Business Manager to assist him/her in the performance of duties.