

BOARD OF DIRECTORS

Secretary of the Board

At a regular or special meeting of the Board held on or before the third Monday in July, the Board shall appoint a secretary. The individual may not be a teacher employed by the Board but may be another employee of the district. The term of appointment shall be for one year. He or she shall qualify within 10 days following appointment. The secretary of the Board shall:

- File and preserve copies of all reports made to the state and Area Education Agency superintendents and all papers transmitted to them pertaining to the business of the district.
- Keep a complete record of all proceedings of the meetings of the Board.
- Keep a record of all regular or special elections as directed by the county commissioner of elections (auditor).
- Keep a record of each fund deposited with the treasurer.
- Keep an accurate account of all bills and present them to the Board for audit and approval for payment.
- Make and file with the Board monthly financial statements, showing receipts, disbursements, and the remaining balance of each fund.
- Draw warrants for claims allowed by the Board, countersign and keep a record of them, showing fund upon which the warrant is drawn, the date, name of vendor, purpose and the amount.
- Report to the Area Education Agency head administrator, county auditor, and county treasurer, the names of the president, the secretary, and the treasurer of the Board of Directors as soon as practicable after each officer has qualified.
- Prepare and publish the annual financial statement for the district.
- Mail itemized tuition statements on or before February 15 and June 15 of each year.
- Prepare the agenda with the advice of the superintendent and/or the Board.
- Call to the attention of the Board any pertinent legal requirements relating to matters for which the secretary is responsible.
- Arrange for all Board of Directors elections with the County Commissioner of Elections.
- Handle legal advertisements.
- Countersign all interest-bearing school bonds issued by the district.
- Perform such other duties as may from time to time be required by the Board of Directors, the superintendent, or the law.

If both the president and vice-president are absent, the secretary shall serve as temporary chairman for the purpose of selecting a president pro-tempore.

Revised and adopted: 12-17-90, 11-18-96

Date of Review: 10-18-93, 11-18-96, 8-16-99, 01-20-03, 01-15-07

LEGAL REFS.: Iowa Code Sections 279.2; 279.30; 291.6-291.11; 298.22