

R 1-7-1 Duties of Elected Officers

President

The president shall preside at all meetings of the school board, shall appoint committees when authorized by the Board, shall serve as an ex officio member of all committees, shall sign the records of the school board, and shall perform other duties prescribed by law or by action of the Board.

- ❖ S/he shall decide, at Board meetings, questions of order;
- ❖ S/he shall have the same right as other members to offer resolutions, to make motions or second motions, to discuss questions and to vote thereon;
- ❖ S/he shall call special meetings of the Board;
- ❖ S/he shall sign official district documents that require the signature of the President's office.
- ❖ S/he shall be an ex-officio member of all committees serving the school system.

Vice-President

The Vice-President shall be elected from the membership of the Board. S/he shall preside in the absence of the President. In this capacity, s/he is empowered to act and carry out all duties of the president during any period that the President is absent or incapacitated.

Secretary

As prescribed in the State statutes, the County Superintendent of Schools shall be the secretary for the Board of Education. The secretary shall:

- ❖ Take the oath prescribed in the Constitution before performing any of the duties of his/her office;
- ❖ Attend all Board meetings except when his/her administration or employment is under consideration, and record its official proceedings in a book kept for that purpose;
- ❖ Record the number of each order issued, the name of the payee, the purpose for which the order was issued, and the amount thereof. Every order must be signed by the Secretary and the President of the Board;
- ❖ Care for and keep all papers belonging to the Board, including evidences of title, contracts and obligations in the Secretary's office;
- ❖ Record and keep on file all papers and documents pertaining to the business of the Board;
- ❖ Keep the accounts and certify the reports required by law or requested by the Board;
- ❖ Administer oaths to school officers, teachers, and others making reports;
- ❖ Deliver in proper condition to his successor all records and property pertaining to the office; and
- ❖ Exercise such other duties as are prescribed by law or the Board of Education.
(WVC §18-5-25)