

Secretary-Treasurer of the Board

It shall be the responsibility of the Board to annually appoint a Board Secretary-Treasurer.

A Board Secretary-Treasurer may be appointed from employees, other than a position requiring a teaching certificate or from the public to serve a one year term of office. To finalize the appointment, the Board Secretary-Treasurer shall take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It shall be the responsibility of the Board Secretary-Treasurer, as custodian of District records, to preserve and maintain the records and documents pertaining to the business of the Board; to keep complete minutes of special and regular Board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of District funds; and to sign warrants drawn on the District funds after Board approval. The Board Secretary-Treasurer shall also be responsible for filing the required reports with the Iowa Department of Education.

It shall be the responsibility of the Board Secretary-Treasurer to oversee the investment portfolio, to receive funds of the District, to pay out the funds for expenses approved by the Board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It shall also be the responsibility of the Board Secretary-Treasurer to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the District.

In the event the Board Secretary-Treasurer is unable to fulfill the responsibilities set out by the Board and the law, the Superintendent's secretary shall assume those duties until the Board Secretary-Treasurer is able to resume the responsibility or a new Board Secretary-Treasurer is appointed.

Approved: September 15, 1997

Reviewed: March 28, 2016