

Clerk/Treasurer

The Clerk of the Board/Treasurer shall have such duties as prescribed by the Board and the Superintendent. In addition, as Clerk of the Board, the Clerk shall:

1. Attend all meetings of the Board, unless excused by the Chair, keep an accurate record of the proceedings, and shall enter in said record all matters required by law, or required by the Board to so be entered. In the absence or inability of the Clerk to attend a Board meeting, the Board will designate a person to serve as temporary Clerk for the meeting. The temporary Clerk shall keep the record of the proceedings of the Board and certify the same to the Clerk;
2. have custody of the records, books, and documents of the Board;
3. will make the preparations legally required for the notice and conduct of all District elections, meetings and district business;
4. send out agendas for all meetings.

The Treasurer shall be placed under fidelity bond issued by a surety company authorized to do business in the State of Idaho in such amount as determined by the Board or under personal bond equal to twice such determined amount with at least two (2) sureties who each shall qualify as in the case of sureties on the bonds of county officers.

The Treasurer shall have the following responsibilities:

1. Such duties as assigned by the Board in an official Board meeting, or as prescribed by State law;
2. Ensuring all District funds are properly handled, including the deposit of all moneys of the District in accordance with the provisions of the public depository law (Chapter 1, Title 57, Idaho Code);
3. Assure accurate record of receipts and disbursements is kept;
4. Assure monthly financial report is available to the Board, and accounts payable are expeditiously and timely handled;
5. Shall attach his/her signature to all warrants issued by the District, either as an official stamp or by original signature;

6. Shall be a member of the Board of Trustees, and shall receive no salary compensation for the functions of the Treasurer;
7. Assist in the preparation of district budget and preparing budget copies;
8. Will fulfill other responsibilities as may be delegated by the Board of Trustees in its official capacity.

The Board may elect one (1) or more assistance treasurers who shall have such duties as prescribed by the Board. Assistant treasurers shall act at and under the control, supervision and direction of the Treasurer.

Legal references:	I.C. § 33-506	Organization and government of board of trustees
	I.C. § 33-509	Duties of the treasurer
	I.C. § 33-509A	Assistance treasurers
	I.C. § 33-506	Organization and government of board of trustees
	I.C. § 33-508	Duties of clerk.

Policy History:

Adopted on: 042505

Reviewed on: 051616

Prior District policies BBABD/BBABE