

**BOARD OFFICERS**

**PRESIDENT**

1. The president shall preside at all meetings at which he/she is present.
2. He/she shall consult with the Superintendent in planning agendas.
3. He/she shall vote on all issues unless excused as shall any Board member who presides in the absence of the president.
4. He/she shall from time to time bring before the Board such matters as in his/her judgement may require the attention of the Board.
5. He/she shall see that the rules of the Board are properly enforced.
6. He/she shall call special meetings of the Board as found necessary.
7. He/she shall sign any written contracts to which the school district may be a party.
8. He/she shall perform other duties as specified in Colorado law and Board policy.

**Vice-president**

1. The vice-president shall assume the duties of the president in his/her absence.
2. He/she shall perform other duties as may be assigned to him by the Board.

**Secretary**

1. The secretary shall cause written notice to be given to each member of the Board of all regular and special meetings of the Board
2. He/she shall cause minutes of each meeting of the Board to be kept and preserved.
3. He/she shall cause all notices of election to be published and posted and perform such other duties in the conduct of school elections as required by law.
4. He/she shall be custodian of the seal of the district.
5. He/she shall attest any written contract to which the district may be a party when such contract has been authorized by the Board and shall affix the seal thereto.
6. He/she shall perform such other duties as may be assigned by the Board.

**Treasurer**

1. The treasurer of the Board shall account for all moneys belonging to the district, or coming into its possession, and shall render a report thereof when so required by the Board.
2. In all cases where moneys belonging to a district remain in the custody of the county treasurer, all warrants or orders drawn on the county treasurer in payment of lawfully incurred and properly authorized obligations of the district shall bear the written or facsimile signature of the treasurer of the Board and, if required by the Board, the written countersignature of any other person designated by the Board.

3. In all cases where the moneys belonging to a district are withdrawn from the custody of the county treasurer, such withdrawn moneys and all other moneys belonging to the district shall be deposited by the treasurer of the Board or such other custodians authorized and appointed by the Board to the credit of the district in one or more depositories designated by the Board. All checks in payment of lawfully incurred and properly authorized obligations of the district drawn on any such depository shall bear written or facsimile signature of the treasurer or custodian and, if required by the Board, the written countersignature of any other person designated by the Board.
4. The Board, by appropriate resolution, may authorize the treasurer or any custodian employed by the district to deposit, or cause to be deposited, any moneys derived from food services or operation of a lunchroom or from any other school activities or any other moneys received by the district, in such depository as it may designate, and may likewise authorize the treasurer or custodians employed by the district to sign checks drawn on any depository in payment of lawfully incurred and properly approved expenditures.
5. The treasurer shall perform such other duties as may be assigned to him/her by the Board.
6. In the absence or inability of the treasurer, the assistant treasurer, if any or an officer of the Board designated by the president, if there is no assistant treasurer or other custodians appointed by the Board, shall perform the duties of the treasurer.

**Assistant Secretary/Treasurer**

1. The assistant secretary/treasurer shall serve in the absence of the secretary and/or treasurer.
2. He/she shall perform such other duties as may be assigned to him by the Board.

LEGAL REFS: CRS 22-32-104 (3); 22-32-105 (PRESIDENT AND VICE-PRESIDENT)  
CRS 22-32-104 (4); 22-32-106 (SECRETARY)  
CRS 11-10.5-111; 22-32-107 (TREASURER)

CROSS REFS: DG, DEPOSITORY OF FUNDS  
DGA, AUTHORIZED SIGNATURES  
DH, BONDED EMPLOYEES AND OFFICERS

ADOPTED: 10/79  
REVISED: 7/85, 7/89, 10/92  
REVISED: 10/07