

## Board Officers

### President

The President of the Board, in addition to duties prescribed by law, shall exercise such powers as properly pertain to his/her office. In carrying out his/her responsibilities, the President shall:

1. Preside at all meetings of the Board.
2. Consult with the Superintendent in planning the Board meeting agenda.
3. Bring before the Board such matters as in his/her judgment may require the attention of the Board.
4. Be responsible for the orderly conduct of Board meetings.
5. Confer with the Superintendent on crucial matters which may occur between Board meetings.
6. Call special meetings of the Board as necessary.
7. Appoint special committees, subject to the approval of the Board.
8. Sign appropriate written contracts to which the School District is a party.
9. Sign official reports of the District except as otherwise provided by law.
10. Act as a public spokesperson for the Board.
11. Authorize his/her facsimile signature to be placed on appropriate checks drawn against the Eagle County School District.

### Vice President

It shall be the duty of the Vice President to perform the duties of the President during the President's absence.

### Secretary-Treasurer

It shall be the duty of the Secretary-Treasurer to (*NOTE: The Board of Education may assign any or all of the following duties to the Secretary TO the Board or the Treasurer TO the Board*):

1. Ensure that a record is kept of all business transacted by the Board at either regular or special meetings.
2. Cause written notice to be given to each Board member of all special meetings of the Board.

3. Be custodian of the seal of the Eagle County School District.
4. Cause all notices of school elections to be published and posted, and perform such other duties in the conduct of school elections as required by law.
5. Sign appropriate written contracts to which the School District is a party.
6. Account for all moneys belonging to the District.
7. Report to the Board, as required, regarding moneys of the Eagle County School District.
8. Authorize his/her facsimile signature to be placed on appropriate checks drawn against the Eagle County School District.
9. Deposit to the credit of the Eagle County School District all moneys belonging to the Eagle County School District in one or more depositories designated by the Board.
10. Perform such other duties as may be assigned by the Board.

LEGAL REFS.: C.R.S. 22-32-104 (3); 22-32-105 (president and vice president)  
C.R.S. 22-32-104 (4); 22-32-106 (secretary)  
C.R.S. 11-10.5-111; 22-32-104 (4); 22-32-107 (treasurer)

CROSS REF.: BDC, Appointed Board Officials  
DG, Depository of Funds  
DGA, Authorized Signatures  
DH, Bonded Employees and Officers