

School Board Officers

President and Vice President

The president of the Board of Education (the “Board”) for Mapleton Public Schools (the “District”) shall exercise all of the duties prescribed by law in addition to any responsibilities the Board deems necessary to serve the needs of the District.

In carrying out his or her responsibilities, the president shall:

1. Preside at all meetings of the Board.
2. Serve as the main point of contact between the Board and the Superintendent.
3. Serve as chair of the agenda setting committee.
4. Bring matters before the Board that require the Board’s attention, in the president’s discretion.
5. Be responsible for the orderly conduct of Board meetings.
6. Confer with the Superintendent on crucial matters which may occur between Board meetings.
7. Call special meetings of the Board when necessary.
8. Appoint special temporary committees composed of Board members, subject to the approval of the Board. Such committees will receive a written charge approved by the Board.
9. Sign any written contracts to which the District may be a party.
10. Sign all official reports of the District, except as otherwise provided by law.
11. Appear on behalf of the Board in all actions brought by or against it, unless individually a party, in which case the duty shall be performed by the vice president.
12. Coordinate the Superintendent’s annual performance evaluation.

In the absence of the president, the vice president shall have and perform all of the powers and duties of the president.

Secretary

The secretary of the Board shall perform the following duties:

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 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. Attest any written contract to which the District may be a party and affix the District seal thereto.
6. Perform such other duties as may be assigned by the Board.

Treasurer

The treasurer shall perform or cause to be performed the following duties:

1. Account for all moneys belonging to the District.
2. Report to the Board as required for all moneys of the District.
3. Sign either by written signature or facsimile all warrants or orders drawn on the county treasurer or checks drawn on a District depository. The Board may require the countersignature of another person.
4. Deposit to the credit of the District all moneys withdrawn from the custody of the county treasurer and all other moneys belonging to the District in one or more depositories designated by the Board.
5. Serve as chair of the audit committee.
6. Perform such other duties as may be assigned by the Board.

Adopted November 27, 2012 by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

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 REFERENCES:

BEDB: Agenda

DG: Depository of Funds/Authorized Signatures*

DH: Bonded Employees and Officers*

* To be adopted