

3357:3-1-06 **Officers of the board and their duties.**

(A) Qualifications and election:

(1) The officers of the board of trustees shall be chairperson of the board, a vice chairperson, a secretary and a treasurer and such other officers as the board of trustees shall deem necessary.

(2) The trustees shall elect a chairperson, vice chairperson, secretary and treasurer.

(3) The chairperson, vice chairperson, secretary and treasurer shall be elected for a period of one year by the trustees at an organizational session during the regularly scheduled January meeting of the board. The officers shall be elected by a majority vote of the trustees. Each officer shall hold office for the period of one year or until his or her successor shall be duly elected or qualified. The chairperson and vice chairperson may serve additional one-year terms not to exceed a maximum of four consecutive terms.

(4) Other officers so elected need not be a member of the board and the treasurer cannot be a member of the board of trustees. Such officers shall serve at its pleasure.

(5) The board of trustees shall have the power to fill board officer vacancies and to appoint such officers and agents as the board may deem necessary for the transaction of business of the board.

(6) In the absence of the chairperson or the vice chairperson, the board shall elect a chairperson pro tempore from the attending members of the board of trustees. In the absence of the secretary, any person appointed by the chairperson shall perform the duties of the secretary of the meeting and shall keep the minutes thereof.

(B) Duties of the officers

(1) Chairperson of the board

(a) Preside at all meetings of the board of trustees

(b) Perform all duties prescribed by law and as directed by the board of trustees

- (c) Call all special meetings.
- (d) Serve as an official/ex-officio member of all committees.
- (e) Hold the general powers and duties of supervision and management of board meetings usually vested in the office of chairperson.

(2) Vice chairperson of the board

- (a) Perform the duties of the chairperson in his/her absence.

(3) Secretary to the board

- (a) Keep records on all the meetings of the board of trustees.
- (b) Provide for the posting of all legal notices.
- (c) Sign all regular documents of the board.
- (d) Maintain all records of the board.
- (e) Send each member of the board prior to meetings a copy of the minutes of the preceding board meeting.
- (f) Notify trustees of the board of all meetings.

(4) Treasurer of the board

- (a) Receive, safeguard, and make payment of funds as directed by the board of trustees.
- (b) Be responsible for financial records belonging to the board and maintain a full and accurate account of all receipts and disbursements.

- (c) Report to the board all transactions of funds as directed.
- (d) Serve as the fiscal officer of the district.
- (e) Certify that funds of the district otherwise unappropriated are sufficient prior to expenditure of monies or entering into contracts.
- (f) Maintain all monies, books, papers, and other property of the district.