

**POLICIES # 0.11**  
**DUTIES OF OFFICERS**

President - It shall be the duty of the president to preside over all meetings of the Board.

Vice President - It shall be the duty of the vice president to perform all duties of the president in case of his/her absence from a regular meeting.

Clerk - It shall be the duty of the clerk to cause a record of the minutes of each meeting and executive session.

Treasurer - The treasurer, under bond, shall be in charge of the funds of the District. The treasurer shall submit in writing a report on the conditions of the finances of the District.

Auditor - The auditor shall be employed by the Board of Education. His/her duties will be to audit all accounts, including the lunchroom funds, the activity funds, and to make such reports as may be required by the Board of Education and the State school laws.