



# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 2-110

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## **BOARD OF EDUCATION**

### **BOARD OFFICERS**

At each annual organization meeting of the Board of Education held after the consolidated election in odd-numbered years, and during the regular meeting in the alternate April, the Board shall elect a President, Vice President and a Secretary to serve until the next board officer election. In the absence of the President, the Vice President shall be appointed the President Pro Tem. In the absence of the President and Vice President, a President Pro Tem shall be elected by the members present. In the absence of the Secretary at the Board meeting, the President or President Pro Tem shall appoint a Board member as Secretary Pro Tem for the meeting.

#### **President**

The President of the Board shall preside at all meetings, appoint special and standing committees and perform such other duties as are provided by law. The President shall execute all documents on behalf of the Board, except as otherwise provided by law or by special action of the Board.

#### **Vice President**

The Vice President of the Board shall perform the duties of the President if the Office of President is vacant; the President is absent; or the President is unable to perform the office's duties. The Vice President shall perform other duties imposed by the Board.

#### **Secretary**

The Secretary of the Board shall keep all minutes; prepare with the assistance of Board counsel all legal documents; make all necessary and legal arrangements for the conduct of public referendums pertaining to site acquisition, building construction, tax rates, annual elections and any and all special elections which may be required to be held by action taken by the Board. The Secretary shall perform other duties as are provided by law or imposed by the Board.

The Secretary may receive such compensation not to exceed \$500 per year, as fixed by the Board.

**Treasurer**

The treasurer for the District shall be appointed by the Board. The Treasurer shall:

(i) Furnish a bond which shall be approved by a majority of the Board of Education; (ii) maintain custody of school funds; (iii) maintain records of school funds and balance; (iv) prepare a monthly reconciliation report for the Superintendent and the Board; (v) receive, hold and expend District funds only upon the order of the Board; and (vi) perform other duties as enumerated in the school Code of Illinois.

**Legal References:** 105 ILCS 5/10-1 et seq, 5/8-1, 8-2, 8-3, 8-6, 8-16, 8-17, 5/10-1, 10-5, 10-7, 10-8, 10-23, 10-14, 5/17.1

**Revised:** 10/19/81  
**Revised:** 11/10/87  
**Revised:** 6/23/94  
**Revised:** 8/24/98  
**Revised:** 9/21/99  
**Revised:** 3/20/2006