

BP 9123 CLERK/SECRETARY AND TREASURER

The Clerk/Secretary to the School Board, shall have the following duties:

1. Prepare and maintain the School Board minutes.
2. Maintain School Board records and documents.
3. Submit to the School Board the correspondence addressed to it.
4. Review purchase orders and sign checks.
5. Other duties as assigned by the School Board.

If a treasurer is elected, he or she may have any of the above duties, as more specifically assigned by the School Board.

(cf. 3300 - Expenditures/Expending Authority) (cf. 3530 - Risk Management)

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9324 - School Board Minutes)

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

Revised 9/97

9/92

Adopted 12/2022