

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: BDB

BOARD OFFICERS

Duties of the Chairman

The chairman of the Board shall preside at all Board meetings at which he/she is present and shall co-sign with either the clerk or the treasurer all warrants and checks drawn on the school district treasury. The chairman shall have full voice and vote on all motions put before the Board.

Duties of the Vice-Chairman

In the absence of the chairman, the vice-chairman shall preside at the meeting. If neither chairman nor vice-chairman is present, the Board members who are present shall elect a temporary chairman for purposes of the meeting.

Duties of the Clerk: The clerk has legal responsibilities to:

1. Prepare and deliver all papers and reports required by law;
2. Record all proceedings of the Board in books to be kept for that purpose;
3. File all papers pertaining to district business;
4. Co-sign, with the chairman, all warrants and checks unless the treasurer's signature is affixed.
5. Cause a certificate to be endorsed on every bond or evidence of debt issued by the district, certifying that the debt is within the legal limit of the district;
6. File with the county clerk an annual report not later than 20 working days after the close of each fiscal year and submit a copy to the State Superintendent of Public Instruction.
7. Call a special meeting of the Board upon request of the chairman or any two members of the Board.

Duties of the Treasurer: The treasurer is the custodian of school district funds. The treasurer is charged by law to:

1. Take custody of all district money and pay it out on order of the clerk, countersigned by the chairman.
2. Cause an account to be kept of the receipts and expenditures of the district;
3. Co-sign, with the chairman, all warrants unless the clerk's signature is affixed;
4. Render a financial statement at any time required by the Board and, at the close of each fiscal year, cause to be published in some newspaper of general circulation within the school district a detailed report showing the sources of revenues and the purposes for which moneys were expended.

Statutory
Revised: 12/6/84

Legal Refs.: W.S. 21-3-113 to 118
Wyoming Education Policies Reference Manual, File BCB