

## **SUBJECT: DUTIES OF THE DISTRICT CLERK**

The Clerk of the Board will be appointed by the Board at its Annual Organizational Meeting and will serve for a period of one (1) year. The Clerk's duties include the following:

- a) Attends all meetings of the Board and keep a record of its proceedings and record, by name, those in attendance;
- b) Prepares minutes of the meetings of the Board, obtain their approval by the Board at the next meeting and forward copies of the minutes to each member of the Board of Education;
- c) Sends notices of special meetings to members of the Board; contact and communicate with members as required;
- d) Sees that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;
- e) Maintains an up-to-date record of Board policies and by-laws;
- f) Delivers to, and collect from, the President (or Vice-President) such papers for signature as may be necessary;
- g) Distributes notices to the public announcing availability of copies of the budget to be presented at the annual District meeting in compliance with the requirements of the State Education Law;
- h) Administers oaths of office, as required by Section 10, Public Officer's Law;
- i) Gives written notice of appointment to persons appointed as inspectors of election;
- j) Calls all meetings to order in the absence of the President and Vice President;
- k) Assumes other duties customary to the office.

The above duties of the District Clerk are not intended to be complete but should serve as a guide in undertaking the duties of this office. The District Clerk shall perform such other duties as may be assigned from time to time by the Board or prescribed by statute and/or regulation.

Education Law Section 2121  
Public Officers Law Section 104

Revisions Adopted: November 23, 2015