

**POLICY 1031
OFFICERS OF THE BOARD**

- I. Statutory Officers.** The regular officers of the Board, as prescribed by law, shall be a president, vice president, clerk, and treasurer.
 - A. President.** The president of the board shall be elected by the board annually at the first meeting in January and shall serve for a term of one year or until a successor is elected. The president shall preside at all board meetings, make appointments to committees, sign warrants and contracts on behalf of the board, and perform other duties as assigned by the board or Kansas law.
 - B. Vice President.** The vice president of the board shall be elected by the board annually at the first meeting in January and shall serve for a term of one year or until a successor is elected. The vice president shall perform the duties of the president in the president's absence or inability to act.
 - C. Clerk.** The Board shall appoint a clerk who shall serve at the pleasure of the Board. The clerk shall keep an accurate journal of the proceedings of the Board, have the care and custody of the records, books, and documents of the Board, keep an accurate account of all moneys paid to the treasurer for the account of said Board, and prepare and submit such reports as may be required by the Board or by law.
 - D. Treasurer.** The Board shall appoint a treasurer who shall serve at the pleasure of the Board. The treasurer shall deposit all moneys of the district in compliance with law. The Treasurer will also prepare and submit a monthly written report of the finances of the district and such other reports as may be required by the Board or by law. Before entering upon the discharge of his/her duties, the treasurer shall furnish a corporate surety bond in an amount approved and paid for by the Board.
- II. Presiding Officer.** The president of the Board shall preside at all Board meetings. In the absence of the president or the president's inability to act, the vice president shall perform the duties of the president. In the absence or inability to act of both the president and vice president, the remaining members shall select a member to act in that capacity.
- III. Superintendent of Schools.** The Board shall appoint a qualified superintendent of schools for a term of not more than three (3) years. In the event that any vacancy occurs in the office of the superintendent of schools, the Board shall promptly fill such vacancy. The Board encourages any person initially appointed to be superintendent of schools, except on an acting or interim basis, to establish residence within the boundaries of USD 501 within a reasonable time after assuming the duties of superintendent. The superintendent of schools shall have charge and control of the public schools of the unified school district subject to the orders, rules, and regulations of the Board. The Superintendent shall be responsible for administering the school system and for implementing the policies adopted by the Board of Education. The Superintendent is not authorized to take any action inconsistent with a decision of the Board of Education.

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- IV. Attorney. The attorney for the Board shall be appointed by the Board and shall serve at its pleasure. The attorney shall represent the Board in litigation or recommend the services of competent counsel and shall render other legal services to the Board when requested. The attorney shall also counsel and advise the Board and the superintendent on legal questions relating to school matters when requested and attend all meetings of the Board when reasonably possible.**

**Adopted: 12/02/10
Revised: 03/16/17; 06/27/19; 07/21/22**