

Math and Science Academy

Adopted: October 21, 1999

Revised: December 4, 2003

Revised: January 4, 2007

Revised; February 3, 2011

Revised: May 16, 2013

Revised: September 18, 2017

202 BOARD OF DIRECTORS OFFICERS

I. PURPOSE

Board of Directors (BOD) officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the Math and Science Academy (MSA). The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A.** The BOD shall organize by selecting a chair, a vice-chair, secretary, a treasurer, and other such officers as determined by the BOD. These officers shall hold office for one year or until their successors are elected and qualify.
- B.** The BOD shall appoint the MSA director to be an ex-officio, nonvoting member of the BOD.
- C.** The BOD shall appoint the financial manager to be an ex-officio, nonvoting member of the BOD.

III. OFFICER'S RESPONSIBILITIES

- A.** Chair.
 - 1. Preside at all board meetings.
 - 2. Cause Board Committees to be formed when deemed necessary and shall review and make committee appointments annually and as necessary.
 - 3. Call special meetings.
 - 4. Sign all legal documents required by law.
 - 5. Fulfill all duties and obligations as required by Board By-Laws, Board Policy and state and federal statutes, regulations and rules.
- B.** Treasurer.

1. Keep or cause to be kept accurate accounts of all monies of the school received or disbursed.
2. Deposit or cause to be deposited all monies, drafts and checks in the name, and to the credit of, the school in such banks and depositories as the Board of Directors shall designate.
3. Have the power to endorse for deposit all notes, checks, and drafts received by the school.
4. Disburse or cause to be disbursed the funds of the school.
5. Render to the Board Chair and the Board of Directors, whenever required, an account of all transactions as Treasurer and of the financial condition of the school.

C. Secretary.

1. Ensure that accurate records are kept.
2. Act as Chair in the absence of the Chair and Vice-Chair.
3. Record and keep all proceedings of the minutes of the meetings of the Board of Directors and Board Committees.
4. Preserve all documents and records belonging to the school.
5. Give or cause to be given notice of all meetings of the members and all meetings of the Board of Directors and Board Committees.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's absence.

Cross References: MSA Policy 101 (Legal Status of the School District)
MSA Policy 201 (Legal Status of the School Board)
MSA Policy 203 (Operation of the School Board – Governing Rules)