

Board of Directors

Series 200

Policy Title Secretary-Treasurer Roles and Responsibilities

Code No. 206.3-R1
Page 1 of 4

Basic Function:

The Secretary-Treasurer to the Board of Directors is responsible to the Board for all statutory requirements as outlined in the Code of Iowa.

Basic Responsibilities:

Duties as Secretary to the Board:

1. Be appointed at the annual meeting of the Board.
2. Be appointed for a period of one year and must qualify within ten (10) days following appointment.
3. Provide a fidelity bond in the amount of \$500,000 at the expense of the District.
4. File and preserve copies of all reports made to the Area Education Agency administrator and all papers transmitted to him/her pertaining to the business of the District.
5. Keep a complete record of all proceedings of the meetings of the Board.
6. Keep a record of all regular and special elections as directed by the County Commissioner of Elections.
7. Keep a record of each fund deposited with the treasurer.
8. Notify each member of the Board of Directors as to the time and place of all meetings.
9. Receive all warrants and school orders from the county treasurer.

10. Draw warrants for claims allowed by the Board, and countersign and keep a record of them, showing fund upon which the warrant is drawn, the date, name of vendor, purpose and the amount.
11. Keep an accurate account of all invoices and present them to the Board for audit and approval for payment.
12. Make and file with the Board monthly financial statements, showing receipts, disbursements, and the remaining balance in each fund.
13. Promptly issue warrants for the payment of all amounts due on contracts, teachers' salaries, or other regular items and for the payment of claims or invoices which have been approved by the Finance Committee and duly authorized by the Board of Directors.
14. Have authority to issue warrants when the Board of Directors is not in session upon direction of the Superintendent of Schools or for the payment of freight, drayage, express, postage, printing, water, sewage, electricity, gas, and telephone rentals, but only upon duly verified invoices for same on file with the Secretary.
15. Attest to the signature of the President to all contracts and agreements, and shall keep in a safe place all contracts and other papers or documents belonging to the school district including abstracts, title papers, insurance policies, etc.
16. Keep all books or records, receipted invoices, cancelled orders, cancelled bonds and coupons, and all reports and papers submitted to him/her pertaining to the business of the District in a place of safe keeping.
17. File all required reports and claims with the Area Education Agency.
18. Report to the Area Education Agency, county auditor, and the county treasurer, the name of the president, the vice-president, the secretary, and the treasurer of the school district as soon as practicable after each officer has qualified.
19. Request reports from private schools regarding the attendance of pupils between the ages of seven (7) and sixteen (16).
20. Request reports regarding private instruction of pupils between the ages of seven (7) and sixteen (16).
21. Prepare and publish the monthly financial information for the District
22. Mail itemized tuition statements as soon as possible each year.
23. Assist the Superintendent with the preparation of the Board meeting agendas.

24. Call the attention of the Board to the legal requirements of those matters for which the secretary is responsible.
25. Handle all legal advertisements.
26. Shall countersign all interest bearing school bonds issued.
27. In the event the president or vice-president of the Board is absent, the secretary shall serve as temporary chairperson for the purpose of selecting a president pro-tempore.
28. Perform such other duties from time to time as may be required by the Board of Directors, Superintendent, or by law.

Duties as Treasurer to the Board:

1. Receive all monies belonging to the School District.
2. Pay warrants signed by the President and countersigned by the Secretary of the School Board.
3. Keep an accurate record of receipts and expenditures for all school funds.
4. Register all orders drawn and reported to him/her by the Secretary showing the number, date, to whom drawn, fund upon which it is drawn, the purpose, and amount.
5. Keep an accurate separate account for the General Fund and the Schoolhouse Fund.
6. Render a monthly and annual financial statement as required by the Board and keep books open for inspection at all times.
7. Make an annual report to the Board at the annual meeting.
8. Deposit school funds in the banks designated by the Board as the official depositories with any changes authorized by the Board.
9. Keep a record of bond buyers.
10. Furnish to the Board a sworn affidavit from each depository bank showing any balances as of June 30.
11. Receive apportionment of school funds and monthly payment of taxes from the County Treasurer.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed: April 16, 2007
April 16, 2012
June 20, 2016
April 1, 2019

Chapters 279.31, 279.30, 291.6-291.11,
291.12-291.15, 198.11, 198.13, 198.24,
298.11, 298.22, 300.4, 453.1,
454.3, 454.6

Amended: April 11, 1988
April 25, 1988
January 25, 1993
May 8, 2000
May 21, 2007

Cross Reference: