

## **BOARD MEMBERS**

### **OFFICER POSITIONS**

**2230**

The Board shall elect one of its members as president, one as vice president, and one as secretary.

#### **A. President**

The duties and responsibilities of the President include, but are not necessarily limited to:

1. Call meetings of the Board.
2. Preside at all meetings of the Board.
3. Appoint board members to committees.
4. Serve as ex-officio member of all committees, unless such would create a violation of the open meetings law.
5. Send correspondence connected to the position of President.
6. Vote on any issue that may come before the Board.
7. Sign warrants upon the treasury for claims allowed by the Board.
8. Perform such other duties as required by law or by action of the Board.

#### **B. Vice President**

The Vice President is to assume all duties and responsibilities of the President when the President is absent.

#### **C. Secretary**

The duties and responsibilities of the Secretary include, but are not necessarily limited to:

1. Assure that accurate records of all Board meetings are prepared and maintained.
2. Assure that all Board members are notified of all meetings of the Board.
3. Assure that required reports to county, state, and federal officials are prepared and submitted on a timely basis.
4. Be responsible for correspondence, in the name of ESU 2, as authorized by the Board.
5. Sign all orders on the treasury for the payment of authorized claims.
6. Act as custodian of all documents, title papers, and records of the Board.
7. Assure that all legal notices are published,

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