**UNIT ORGANIZATION**

**Organization & Purpose 1300**

The Board of Educational Service Unit #2 shall at its first regular meeting in January of

each year elect from its members one president, one vice-president, and one 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 over all meetings of the Board.

 3. Appoint board members to committees as needed.

 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 assumes all duties and responsibilities of the President when the President is absent.

C. Secretary

The duties and responsibilities of the Secretary or designee 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 warrants upon the treasury for claims allowed by the Board.

 6. Act as custodian of all documents, title papers, and records of the Board.

 7. Assure that all legal notices are published.

**The Secretary’s designee will be the recording clerk for the Board and shall be the duty of the Executive Officer’s Administrative Assistant.**

The treasurer for the Board shall be the Business Manager. The treasurer shall be insured through ALICAP via an Employee Dishonesty coverage plan.

As an agency of the state, the Board of Educational Service Unit #2 is the governing body for the Unit and has full responsibility for the general control and direction of ESU #2. In discharging its responsibilities, the Board will function as a policy-forming and legislative body, and, when authorized by law, as a quasi-judicial body. It places responsibility for the execution of its policies directly in the hands of its Executive Officer.

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