

### **SCHOOL BOARD CLERK**

Following the organizational meeting of the School Board and the election of the School Board Clerk and Deputy Clerk, the Director of Finance will secure the bonding for each in the amount of not less than \$10,000. A copy of the documentation for the bonding will be filed in current Board documents.

Should the Clerk or Deputy Clerk change during the year, the Director of Finance will make the changes with the bonding company and replace the documentation.

The Clerk of the Board is the official designated to handle funds, their receipt in the office of the School Board, their deposit with the local treasurer, and their disbursement at the direction of the School Board.

The Clerk shall:

1. Keep a permanent record of all the meetings and proceedings of the School Board including all bids submitted on any building, material, supplies, work, or project to be let to contract by the School Board.
2. Keep an accurate record of all receipts and disbursements of the School Board and a record of his/her own official acts, and keep on file vouchers, contracts, and other official papers.
3. Have immediate charge of the business affairs of the School Board and verify all statements for payment, after audit; under the direction of the Superintendent of schools, see that all accounts of the School Board are kept accurately, and make such reports as are required by law.
4. Be custodian of the official seal of the School Board.
5. Prepare such reports and perform such duties as are or may be prescribed by statutes, by regulations of the State Board, by the local Board, and by the superintendent of schools.
6. Sign all documents requiring the School Board Clerk's signature.
7. Notify members and the public of all regular and special meetings and be present at all such meetings unless otherwise directed.
8. Work with the staff member assigned to keep the policy manual up-to-date with the addition of new policies or amendments, suspensions, deletions or additions to existing policies, and provide replacement sheets for all existing policy manuals.

## SCHOOL BOARD GOVERNANCE AND OPERATIONS

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### Deputy Clerk

The Deputy Clerk shall be empowered to act in all matters in case of the absence or inability to act on the part of the Clerk, or otherwise as provided by resolution of the School Board and under the direction of the Superintendent.

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-72, 22.1-76, 22.1-77.