

# WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: OFFICERS OF THE BOARD -  
DUTIES

ADOPTED: January 22, 2001

REVISED:

## 005.1. OFFICERS OF THE BOARD - DUTIES

### Section 1. President

Under Section 426 and 427, of the Pennsylvania Public School Code of 1949, the President, who is described as "... the executive officer of the Board of School Directors ...", has the following specific responsibilities:

- a. To preside at meetings of the Board of School Directors.
- b. To call special meetings of the Board of School Directors when requested to do so by three (3) members of the Board of School Directors.
- c. To execute, on behalf of the Board of School Directors, with the Secretary, all deeds, contracts, warrants to tax collectors, reports, and other papers pertaining to the business of the Board of School Directors, requiring the signature of the President.
- d. To sign orders on the Treasurer for the payment of bills or accounts for the payment of money, after the Board of School Directors has acted on and approved them.
- e. To perform such other duties as the Board of School Directors may direct and as pertain to his/her office.

In addition to these legally-imposed duties, the President, with the Superintendent, has the following responsibilities:

1. Coordination (to facilitate relationships between the Board of School Directors and the administrative and teaching staffs, so as to make those relationships as harmonious, productive, and efficient as possible).
2. Planning (to assist the Board of School Directors to obtain an understanding of actions which will be required of the Board of School Directors in the future and of the information which the Board of School Directors will require in order to act soundly).

3. Ceremonial (to represent the Board of School Directors and district at certain public functions; for example, commencements).

Section 2. Vice-President

Under Section 428, of the Pennsylvania Public School Code of 1949, the Vice-President, in the absence of the President, has the following specific responsibilities:

- a. To preside at meetings of the Board of School Directors.
- b. To call special meetings of the Board of School Directors when requested to do so by three (3) members of the Board of School Directors.
- c. When directed by the Board of School Directors, to execute all deeds, contracts, warrants to tax collectors, and other papers pertaining to the business of the Board of School Directors.
- d. To perform all other duties imposed upon the President.
- e. Upon request of the President, the Board of School Directors may authorize its Vice-President to sign checks or vouchers for the payment of current expenses or salaries.

In addition to these legally-imposed duties, the Vice-President should assist the President in carrying out the coordination, planning, and ceremonial responsibilities which are described above. The President must, of course, advise the Vice-President as to when and how s/he can best assist the President in carrying out these responsibilities.

Section 3. Secretary

Under Sections 431 and 433 of the Pennsylvania Public School Code of 1949, the Secretary has the following specific responsibilities:

- a. Furnish a performance bond to the Board of School Directors in the amount required by the Board of School Directors.
- b. Keep a correct and proper account of all proceedings of the Board of School Directors.
- c. Prepare and sign orders on the Treasurer for the payment of any bill or account properly approved by the Board of School Directors.

- d. Attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board of School Directors.
- e. Furnish, whenever requested, any and all reports concerning the affairs of the district, as the State Board or State Secretary of Education may require.
- f. Supervise all the business affairs of the district subject to the instructions and direction of the Board of School Directors.
- g. Maintain all records, papers, office property, and official seal of the school district.
- h. Maintain correct accounts with each receiver of taxes, school treasurer, or school tax collector, and report a statement of the finances of the district at each regular meeting of the Board of School Directors.
- i. Perform other duties as the Board of School Directors may direct.

Section 4. Treasurer

Under Sections 436, 437, 439, 440, 441, and 442 of the Pennsylvania Public School Code of 1949, the Treasurer has the following specific responsibilities:

- a. Furnish a performance bond to the Board of School Directors in the amount required by the Board of School Directors.
- b. Provide for the audit of all school accounts.
- c. Receive all state appropriations, school taxes, and other funds of the school district, and make payments out of the same on proper orders approved by the Board of School Directors.
- d. Deposit the funds of the district in the school depository as directed by the Board of School Directors, and at the end of each month furnish a report to the Board of School Directors of funds received and disbursed during the month.
- e. Make temporary investments of school district funds as authorized by the Board of School Directors.
- f. Settle accounts annually with the Board of School Directors.

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|  | <p>g. Perform other acts and duties pertaining to the district as the Board of School Directors may direct or as may be required by law, and at the end of the term of office shall promptly pay over to his/her successor the balances of any and all money remaining as well as all books, accounts, and other school property normally controlled by the Treasurer.</p> |
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