

Gooding Joint School District No. 231

THE BOARD OF TRUSTEES

1220

Clerk

The Clerk of the Board shall have such duties as prescribed by the Board and the Superintendent. The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and keep an accurate record of the proceedings, and shall enter in said record all matters required by law, or by the Board, to be entered. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the Board will designate a person to serve as temporary Clerk for the meeting. The temporary Clerk shall keep the record of the proceedings of the Board and certify the same to the Clerk.

The Clerk will make all preparations legally required for District elections.

Whenever in the judgment of the Board it is deemed prudent to do so, the Clerk may be placed under a fidelity bond in such amounts as determined by the Board.

Legal reference:	I.C. § 33-506	Organization and government of board of trustees
	I.C. § 33-508	Duties of the clerk
	I.C. § 33-509	Duties of the treasurer

Policy History:

Adopted on: December 13, 2011

Reviewed on: 10/9/2018

Revised on: