Subject: Duties of the District Clerk and Clerk of the Board

The District Clerk will be appointed by the Board at its Annual Organizational Meeting and will serve for a period of one (1) year. The Clerk’s duties include the following:

a) To see that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;

b) To deliver to, and collect from, the President (or Vice-President) such papers for signature as may be necessary;

c) To distribute notices to the public announcing availability of copies of the budget to be presented at the annual district meeting in compliance with the requirements of the State Education Law;

d) Administer oaths of office, as required by Section 10, Public Officer’s Law;

e) To serve as the District’s Title IX Compliance Officer.

f) Other duties customary to the office.

The Board may elect to appoint a Clerk of the Board. If so appointed, the responsibilities of that position would consist of:

a) To attend all meetings of the Board and keep a record of its proceedings and record, by name, those in attendance;

b) To prepare minutes of the meetings of the Board, obtain their approval by the Board at the next meeting and forward copies of the minutes to each member of the Board of Education;

c) To send notices of special meetings to members of the Board; contact and communicate with members as required;

d) To maintain an up-to-date record of Board policies and by-laws.
Subject: Duties of the District Clerk and Clerk of the Board (Continued)

The above duties of the District Clerk and Clerk of the Board are not intended to be complete but should serve as a guide in undertaking the duties of this office. The District Clerk shall perform such other duties as may be assigned from time to time by the Board.

Education Law Section 2121

Approved: Board of Education
May 11, 1994

Approved: Board of Education
June 22, 2005

Approved: Board of Education
January 14, 2009