

DUTIES OF THE CLERK

The Clerk of the Board shall have such duties as prescribed by the Bonneville Joint School District No. 93 Board of Trustees and the Superintendent. At the annual meeting of the Board of Trustees in January of each year, a Clerk of the Board is selected to serve as an officer of the Board and is expected to fulfill those responsibilities for orderly operation of the District.

Guidelines

1. The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chairperson.
2. The Clerk shall keep an accurate record of the proceedings, and shall enter in said record all matters required by law, or by the Board, so to be entered.
3. The Clerk shall act as Board secretary.
4. The Clerk shall have custody of the records, books, and documents of the Board.
5. 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.
6. The Clerk will make the preparations legally required for the notice and conduct of all District elections.

Adopted: 03-09-2005

Reviewed:

Revised: 09-12-2012
10-10-2018

Legal reference: Idaho Code § 33-506 Organization and Government of Board of Trustees
Idaho Code § 33-508 Duties of Clerk