

TYLER COUNTY POLICY: BI

BOARD OFFICERS

The Tyler County Board of Education shall include the following officers: President, Vice-President, Secretary, and Treasurer. The President and Vice-President are elected at the biennial organizational meeting held on the First Monday in July, and serve a two-year term. The Secretary of the Board of Education is, by Law, the Superintendent of Schools.

President's Duties: The President of the Board shall preside at all meetings of the board, sign all warrants and drafts, and all contracts entered into by the Board. The president shall perform all duties imposed by statutes and such other duties as may be prescribed by law or by action of the board. He or she shall act for the Board in emergencies requiring action before the Board of Education can meet. Such individual action prior to majority action by the Board, in session, shall be reported at the next regular meeting of the Board.

Vice-President's Duties: The vice-president shall be elected from the membership of the Board, and shall preside in the absence of the president. In this capacity, he or she is empowered to act and carry out all duties of the president during any period that the president is absent or incapacitated.

Secretary's Duties: As prescribed in state statute 18-5-25, the County Superintendent of Schools shall serve as the Secretary of the Board of Education.

Treasurer's Duties: The treasurer serves as the fiscal officer of the Board, and assists the Superintendent in business affairs and budgeting. Specific duties include:

1. Preparing the budget and expenditure controls;
2. Responsible for payroll, updates and maintaining retirement records;
3. Responsible for purchasing of equipment and supplies upon the recommendation of the Superintendent, following Board approval of major items;
4. Responsible for paying all approved invoices; and
5. Prepares local, state and federal government reports pertaining to finances

REFERENCE: WV Code 18-5-1c, 18-5-25

DATE: 7/2/18, 6/29/15, 6/18/12, 7/6/09, 10/16/06, 7/17/95, 9/18/78, 4/24/74, 1973