

## **BOARD OF EDUCATION OFFICERS**

### **President**

The president of the board of education shall preside over all meetings of the board, appoint all committees approved by the board and sign all warrants approved to be drawn upon school funds.

### **Vice-President**

The vice-president of the board of education shall perform all duties of the president in the event of his or her absence or disability, including presiding over all regular, special, or emergency meetings of the board.

### **Clerk**

The clerk of the board of education shall countersign all warrants drawn upon the treasurer of the district. The clerk, at the direction of the board, may destroy all claims, warrants, contracts, purchase orders, financial records, or documents relating to funds, including activity funds, if they have been on file for a period of five (5) or more years.

In compliance with state law, the clerk shall administer the Political Subdivisions Ethics Act, with respect to candidates for school district office. The clerk will oversee the filing of all campaign contributions and expenditure reports filed by school board candidates, including the name of each candidate's designated agent, and perform such other duties as the board may require and as permitted by law.

Reference: 70 O.S. 5-120 (Sections 78, 79, 80, School Law Book 1997). 51 O.S. 303 (Section 723.3, School Law Book 1997). H.B. 1608, Section 17, 1995 Session.