

## Board Officers

### Duties of the Chairman

The chairman of the Board shall preside at all Board meetings at which he or she is present and shall cosign with the treasurer all warrants and checks drawn on the NWBOCES treasury.

The chairman shall have full voice and vote on all motions put before the Board.

### Duties of the Vice-Chairman

In the absence of the chairman, the vice-chairman shall preside at the meeting. If neither chairman or vice-chairman is present, the Board members who are present shall elect a temporary chairman for the purposes of the meeting.

### Duties of the Clerk

The clerk has the responsibility to:

1. Assure Minutes are kept of the meetings of the Board and a calendar of all matters referred to committees, and report action or non-action on the same at each regular meeting.
2. Assure care and custody of the record books and documents of the Board.
3. Receive and reply to all communications as directed by the Board.
4. Assure to filing of all papers pertaining to NWBOCES business.

### Duties of the Treasurer

The treasurer is the custodian of NWBOCES funds. He/she shall:

1. Cause an account to be kept of the receipts and expenditures of the district.
2. Consign, with the chairman, all warrants.
3. Assure custody of all district money and pay it out on order of the Board, countersigned by the chairman.
4. Request a financial statement at any time required by the Board and, at the close of each fiscal year.