

## **Board Officers**

### **President and vice president**

The president of the Charter Board, in addition to the duties prescribed by law, shall exercise such powers as properly pertain to his office. In carrying out the responsibilities, the president shall:

1. Preside at all meetings of the Charter Board.
2. Consult with the administrator in planning agendas.
3. Bring before the Charter Board such matters as in the president's judgment may require the attention of the Charter Board.
4. Be responsible for the orderly conduct of Charter Board meetings.
5. Confer with the administrator on crucial matters which may occur between Charter Board meetings.
6. Call special meetings of the Charter Board as found necessary.
7. Appoint special committees, subject to the approval of the Charter Board.
8. Sign any written contracts to which the charter school may be a party.
9. The president shall be a counter signer as required on banking transactions including checks.
10. Sign all official reports of the charter school except as other wise provided by law.
11. Appear in behalf of the charter board in all actions brought by or against it, unless individually a party in which case the duty shall be performed by the secretary.

In the absence of the president, the vice president shall have the power of the president and perform the duties.

### **Secretary/Treasurer**

The secretary of the Charter Board shall perform the following duties:

1. Insure that a record is kept of all business transacted by the Charter Board at either regular or special meetings.
2. Cause written notice to be given to each Charter Board member of all special meetings of the charter board.
3. Cause all notices of charter school elections to be published and posted and perform such other duties in the conduct of charter school elections as required by law.
4. Attest any written contract to which the charter school may be a party.
5. Account for all moneys belonging to the charter school.
6. Report to the Charter Board as required for all moneys of the charter school.
7. Sign either by written signature or facsimile all warrants or orders drawn on the county treasurer or checks drawn on a charter school depository. The Charter Board may require the countersignature of another person (see president).

8. Deposit to the credit of the charter school all moneys withdrawn from the custody of the county treasurer and all other moneys belonging to the charter school in one or more depositories by the charter board.
9. Perform such other duties as may be assigned by the Charter Board.

LEGAL REFS.: C.R.S. 22-32-104 (3); 22-32-105 (president and vice president)  
C.R.S. 22-32-104 (4); 22-32-106 (secretary)  
C.R.S. 11-10.5-111; 22-32-104 (4); 22-32-107 (treasurer)

CROSS REFS.: DG, Depository of Funds  
DGA, Banking Services (and Deposit of Funds)  
DH, Bonded Employees and Officers

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Lake George Charter School