

**DUTIES OF THE DISTRICT CLERK**

The District Clerk will be appointed by the Board at its Annual Organizational Meeting and will serve for a period of one (1) year. The Clerk's duties include the following:

- a) Assists in preparing agendas for and attends all meetings of the Board and keeps a record of its proceedings and records, by name, those in attendance;
- b) Prepares minutes of the meetings of the Board, obtains approval of the minutes by the Board at the next meeting, signs the minutes to signify their official standing and forwards copies of the minutes to each member of the Board of Education;
- c) Sends notices of special meetings to members of the Board; contacts and communicates with members as required;
- d) Sees that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;
- e) Maintains an up-to-date record of Board policies and by-laws;
- f) Delivers to, and collects from, the President (or Vice President if the President is unavailable or incapacitated) such papers for signature as may be necessary;
- g) Accepts service of legal papers and subpoenas for the District, or for Board members and directs to the proper individuals;
- h) Distributes notices to the public announcing availability of copies of the budget to be presented at the Annual District Meeting in compliance with the requirements of the State Education Law;
- i) Administers oaths of office, as required by Public Officers Law Section 10;
- j) Gives written notice of appointment to persons appointed as inspectors of election;
- k) Calls all meetings to order in the absence of the President and Vice President;
- l) Assists in the administrative functions of impartial hearings;
- m) Assumes other duties customary to the office.

The above duties of the District Clerk are not intended to be complete but should serve as a comprehensive guide in undertaking the duties of this office. The District Clerk shall perform such other duties as may be assigned from time to time by the Board.

Education Law Section 2121  
Public Officers Law Section 104

Adoption Date: March 13, 2012

Revised: December 14, 2017