

The duties of the Clerk and Treasurer, if applicable, are as follows:

CLERK

The clerk shall keep a true record of all the doings of each meeting; shall make an attested copy of any record of the district for any person upon request and tender of legal fees therefor; shall act as moderator of any meeting until a moderator pro tempore shall be chosen, if the moderator is absent or the office has become vacant; and shall have the same powers to administer oaths, which the moderator has. If the clerk is absent at any meeting, a clerk pro tempore shall be chosen.

TREASURER

The treasurer is appointed by the Board and shall not be a member of the Board. He/she shall have custody of all monies belonging to the district and shall pay out the same only upon orders of the school board or upon orders of two or more members of the school board empowered by the school board as a whole to authorize payments.

At the close of each fiscal year, the treasurer shall make a report to the district giving a particular account of all the treasurer's financial transactions during the year. The treasurer shall furnish to the school board statements from the books, and submit the books and vouchers to them and to the auditors for examination whenever so requested.