BOARD OF EDUCATION

Board Officers

Board President
The Board elects a President from its members for a two-year term. The duties of the President are to:
1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President’s signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; and
11. Serve as the Board’s official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Board Vice President
The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:
1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office’s duties.
A vacancy in the Vice Presidency is filled by a special Board election.

Recording Secretary
The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed $500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:
1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board’s official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Act as the local election official for the District;
5. Arrange public inspection of the budget before adoption;
6. Publish required notices;
7. Sign official District documents requiring the Secretary’s signature; and
8. Maintain Board policy and such other official documents as directed by the Board.
Assistant Township Treasurer

The Assistant Township Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board’s pleasure. An Assistant Township Treasurer who is a Board member may not be compensated. An Assistant Township Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.

Approved: October 2019