



Responsibilities of the School Board

Board Duties

- Hire superintendent, who is an ex-officio member of the board, and delegate authority
- Oversight of human, financial, and facility resources
- Set policy and judicial review
- Collective bargaining
- Community relations and advocacy

Chair Duties

Per MN Statute

- Preside at all meetings (Minn. Stat. 123B.14, sub. 2)
- Represent district in all actions (Minn. Stat. 123B.14, sub. 2)
- Countersign orders (Minn. Stat. 123B.14, sub. 2)
- Is a voting member (Minn. Stat. 123B.14, sub. 4)
- Responsible for all duties usually incumbent on such officer (Minn. Stat. 123B.14, sub. 2)
- Draw orders in absence of clerk (Minn. Stat. 123B.14, sub. 2)

Per Best Practice

- Guide board process
- Develop agenda with superintendent
- First point of contact with superintendent

Vice Chair Duties

Per Best Practice

- Exists per district policy
- Performs “chair duties” during absence of the chair
- Additional duties as assigned by the chair or board

Clerk Duties

Per MN Statute

- School district elections (notice, candidate filing, ballots, absentees, returns, results) (See MSBA Election Manual)
- Keep records, make, and issue reports (Minn. Stat. 123b.14, sub. 7)
- Draw orders for payments (Minn. Stat. 123b.14, sub. 7)

Treasurer Duties

Per MN Statute

- Make deposits (Minn. Stat. 123B.14)
- Pay bills (Minn. Stat. 123B.12, 123B.26)
- Promptly pay bills (Minn. Stat. 471.425)
- Make requested reports (Minn. Stat. 123B.14)
- Responsible for all duties usually incumbent on such officer (Minn. Stat. 123B.14, sub. 2)

Per Best Practice

- Financial reporting oversight
- Financial procedure and controls oversight

“The persons who perform the duties of the clerk and treasurer need not be members of the board and the board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the Office of Business Affairs.” (Minn. Stat. 123B.14, sub. 1) In practice, when a single person performs the duties of clerk and treasurer, that person often delegates at least some of the duties to others.