

## **Board Officers**

### **President and vice president**

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

1. Preside at all meetings of the Board.
2. Serve as the main point of contact between the Board and the executive director.
3. Consult with the executive director in planning agendas.
4. Bring before the Board such matters as in the president's judgment may require the attention of the Board.
5. Be responsible for the orderly conduct of Board meetings.
6. Confer with the executive director on crucial matters which may occur between Board meetings.
7. Call special meetings of the Board when necessary.
8. Appoint special committees, subject to the approval of the Board.
9. Sign any written contracts approved by the Board to which the BOCES may be a party.
10. Sign all official reports of the BOCES except as otherwise provided by law.
11. Appear on behalf of the Board in all actions brought by or against it, unless individually a party, in which case the duty shall be performed by the vice president.

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

### **Secretary**

The secretary of the Board shall perform the following duties:

1. Ensure that a record is kept of all business transacted by the Board at either regular or special meetings.
2. Cause written notice to be given to each Board member of all special meetings of the Board.
3. Be custodian of the seal of the BOCES.

4. Attest any written contract to which the BOCES may be a party and affix the BOCES seal thereto.
5. Perform such other duties as may be assigned by the Board.

**Treasurer**

The treasurer shall perform or cause to be performed the following duties:

1. Account for all moneys belonging to the BOCES.
2. Report to the Board as required for all moneys of the BOCES.
3. Sign either by written signature or facsimile all warrants or orders drawn on a BOCES depository. The Board may require the countersignature of another person.
4. Deposit to the credit of the BOCES all moneys belonging to the BOCES in one or more depositories designated by the Board.
5. Perform such other duties as may be assigned by the Board.

Adopted: March 10, 2016

LEGAL REFS.: C.R.S. 22-5-105 (*duties of officers*)  
C.R.S. 22-32-105 (*president and vice president*)  
C.R.S. 22-32-106 (*secretary*)  
C.R.S. 22-32-107 (*treasurer*)

CROSS REF.: DH, Bonded Employees and Officers