President

The president of the Board of Education shall perform all duties imposed by the statutes and shall perform such other duties as may be prescribed by law or by action of the Board of Education. He/She shall hold office for two years and until a successor has been elected and qualified. The president shall:

1. Be a member of the Board of Education.
2. Preside at Board meetings and determine questions of order.
3. Have the same right as other members to offer resolutions, to make motions or second motions, to discuss questions and to vote.
4. Appoint or provide for the election of all committees of the Board unless otherwise directed by the Board, and shall be ex officio member of all such committees.
5. Call special meetings of the Board.
6. Sign official district documents that require the signature of the president's office.
7. Receive no compensation for services in such capacity but shall be reimbursed for necessary expenses incurred in the performance of duties in an official capacity.

Vice President

The vice president shall have the powers and duties in the president's absence or disability and such other powers and duties as the Board may from time to time determine. The vice president shall:

1. Hold office for two years and until a successor has been elected and qualified. He/she shall be a member of the Board of Education.
2. Receive no compensation for services in such capacity but shall be reimbursed for necessary expenses incurred in the performance of duties in an official capacity.

Secretary

The secretary of the Board of Education shall be appointed by the Board and may or may not be a member of the Board. The Secretary may be compensated for this service in such capacity in an amount determined by the Board of Education and may simultaneously hold the office of the treasurer of the Board of Education. The secretary of the Board shall:

1. Not enter the office without a surety bond in the amount of at least $5,000.
2. Cause written notice to be given to each member of the Board of all meetings of the Board.
3. Cause the minutes of each meeting of the Board to be kept and preserved.
4. Cause all notices of election to be published and posted when required by law.
5. Be custodian of the seal of the district.
6. Attest any written contract to which the district may be a party when such contract has been authorized by the Board and affix the seal thereto.
7. Perform such other duties from time to time as may be required by the Board of Education or the superintendent or by law.

Treasurer

The treasurer of the Board of Education shall be appointed by the Board and may or may not be a member of the Board. The treasurer shall not enter the office without a surety bond in the amount of at least $5,000. The treasurer may be compensated for services in such capacity in an amount determined by the Board of Education and may simultaneously hold the office of secretary of the Board of Education.
here moneys belonging to the district remain in the custody of the county treasurer, all warrants or orders drawn on the county treasurer in payment of lawfully incurred and properly authorized obligations shall bear the written or facsimile signature of the treasurer of the Board.

Where moneys belonging to the district are withdrawn from the custody of the county treasurer, such withdrawn moneys and all other moneys belonging to the district shall be deposited to the credit of the district in one or more depositories designated by the Board. All checks in payment of lawfully incurred and properly authorized obligations of the district drawn on any such depository shall bear the written or facsimile signature of the treasurer unless otherwise specifically approved by the Board. In addition, the treasurer of the Board shall:

1. Account for all moneys belonging to the district or coming into its possession and render a report when required by the Board.
2. Deposit school funds in the depositories designated by the Board as the official depositories with any changes authorized by the Board.
3. Perform other duties from time to time as may be required by the Board of Education or the superintendent or by law.

**Assistant Secretary**

The assistant secretary of the Board of Education shall be appointed by the Board and may or may not be a member of the Board. The assistant secretary shall not enter the office without a surety bond in the amount of at least $5,000. The assistant secretary may be compensated for services in such capacity in an amount determined by the Board of Education and may simultaneously hold the office of assistant treasurer of the Board of Education.

In the absence or inability of the secretary, the assistant secretary shall perform the duties of the secretary.

**Assistant Treasurer**

The assistant treasurer of the Board of Education shall be appointed by the Board and may or may not be a member of the Board. The assistant treasurer shall not enter office without a surety bond in the amount of at least $5,000. The assistant treasurer may be compensated for services in any such capacity in an amount determined by the Board of Education and may simultaneously hold the office of assistant secretary of the Board.

In the absence or inability of the treasurer, the assistant treasurer shall perform the duties of the treasurer.

**Legal References:**

C.R.S. 11-10.5-111
C.R.S. 22-32-104 (3); C.R.S. 22-32-105 (president and vice president)
C.R.S. 22-32-104 (4); C.R.S. 22-32-106 (secretary)
C.R.S. 22-32-104 (4); C.R.S. 22-32-107 (treasurer)

**Cross References:**

DG, Depository of Funds
DGA, Authorized Signatures
DH, Bonded Employees and Officers