

## **OFFICERS**

**The Board shall elect each year at its annual meeting one of its members to serve as President and one to serve as Vice-President. The President shall preside at all meetings of the Board and shall call special meetings when required. He shall sign with the Superintendent the minutes and other official documents which require the signature of the President. He shall perform other duties prescribed by law or Board policy.**

**In the absence of the President or in the event of his death, inability or failure to act, the Vice-President shall perform the duties of the President and when so acting shall have all the powers of the President. If the President and Vice-President are absent from a meeting at which a quorum is present, the senior member present in terms of continuous service on the Board shall preside.**

**The Superintendent shall serve as Secretary of the Board. The Secretary shall conduct all correspondence of the Board, keep and preserve all its records, receive all reports required by the Board, and see that such reports are in proper form, complete and accurate. He shall announce all meetings, prepare the agenda of all meetings, and attend all meetings of the Board and of its committees. In case the Secretary is absent, the Board may appoint another member of the Board, or other school personnel under the jurisdiction of said Board to act as Secretary.**

**The Custodian of Funds shall be designated by the Board as custodian of all monies to which the Board is entitled by law, or which may come into its possession.**

**ADOPTED:**

**LEGAL REF:           Code of Alabama, 1975, §§16-11-6, 16-12-1 & 16-12-3**

