

UNIT ORGANIZATION

Section 4 – Board Officers

A. Officer Positions

The Board shall elect one of its members as president, one as vice president, and one as secretary. The Board shall employ a treasurer who shall be paid a salary to be fixed by the board.

Legal Reference:	Nebraska Statute: 79-1218
Date of Adoption:	6/18/19
Updated:	

B. President

The duties and responsibilities of the president include, but are not necessarily limited to, the following:

1. call meetings of the Board
2. preside at all meetings of the Board
3. appoint Board members to committees
4. serve as ex-officio member of all committees, unless such would create a violation of the open meetings law
5. send correspondence connected to the position of president
6. vote on any issue that may come before the Board
7. sign warrants upon the treasury for claims allowed by the Board
8. perform such other duties as required by law or by action of the Board

Legal Reference:	Nebraska Statute: 79-1218; 79-1221
Date of Adoption:	6/18/19
Updated:	

C. Vice President

The vice president is to assume all duties and responsibilities of the president when the president is absent.

Legal Reference:	Nebraska Statutes: 79-1218; 79-1221
Date of Adoption:	6/18/19
Updated:	

D. Secretary

The duties and responsibilities of the secretary include, but are not necessarily limited to, the following:

1. assure that accurate records of all Board meetings are prepared and maintained;
2. assure that all Board members are notified of all meetings of the Board;
3. assure that required reports to county, state, and federal officials are prepared and submitted on a timely basis;
4. be responsible for correspondence for and in the name of ESU #13 as authorized by the Board;
5. sign all orders on the treasury for the payment of authorized claims;
6. act as custodian of all documents, title papers, and records of the Board; and
7. assure that all legal notices are published.

Legal Reference:	Nebraska Statute: 79-1218; 79-1221
Date of Adoption: Updated:	6/18/19

E. Treasurer

The Board shall employ a treasurer who shall be paid a salary to be fixed by the Board. The duties and responsibilities of the treasurer include, but are not necessarily limited to, the following:

1. be the custodian of all funds of the Board;
2. attend all meetings of the Board;
3. prepare and submit to the Board a written monthly report of the state of ESU #13 finances;
4. pay out money of the Board only upon a warrant signed by the president, or in the president's absence, by the vice president, and countersigned by the secretary;
5. assure that funds are placed in depositories approved by the Board and secured as required by law;
6. assure that accurate accounts of all receipts and disbursements are kept; and
7. assure that accurate reports on the state of finances and other financial reports and statements as required by state and federal statute and board policy are prepared and submitted to the appropriate authority on a timely basis.

The treasurer shall give bond or evidence of equivalent insurance coverage, payable to the Board, in such sum as the Board shall determine conditioned for the faithful performance of the duties as treasurer of the Board and for the safekeeping and proper disbursement of all funds of the Board collected or received by the treasurer. Such

bond shall be signed by a corporate surety company or insurance company authorized to do business within this state. Such bond or insurance coverage may be enlarged at any time the Board deems such enlargement necessary or advisable. The cost of such bond or insurance coverage shall be paid out of funds of the Board.

Legal Reference:	Nebraska Statute: 79-1218; 79-1221
Date of Adoption:	6/18/19
Updated:	

F. Recording Secretary

The Board may employ a recording secretary who shall be paid compensation to be fixed by the Board. The duties of the recording secretary will include the following:

1. notify members of the Board of all regular and special meetings
2. publish legal notices
3. keep accurate records of all Board meetings
4. act as custodian of all documents and records of the meeting of the Board
5. perform other duties as directed by the Board

Legal Reference:	
Date of Adoption:	6/18/19
Updated:	

G. Removal from Officer Position

A Board member may be removed from an officer position by a majority vote of the members of the Board.

Legal Reference:	
Date of Adoption:	6/18/19
Updated:	

H. Filling Vacancy in Officer Position

In the event of a vacancy in an officer position, the Board shall elect by a majority vote a successor to serve until a majority of the Board elects a different member to serve that office position.

Legal Reference:	
Date of Adoption:	6/18/19
Updated:	