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 [M.S. 123B.14, Subd. 2]
- Represent district in all actions [M.S. 123B.14, Subd. 2, M.S. 130.01, Subd. 4]
- Countersign orders [M.S. 123B.14, Subd. 2]
- Is a voting member [M.S. 123B.14, Subd. 2]
- Additional duties as assigned by the Chair or Board [M.S. 123B.14, Subd. 2]

**Per Best Practice**
- Guide board process
- Develop agenda with superintendent
- First point of contact with superintendent

Vice Chair Duties
**Per Best Practice**
- Performs “Chair duties” during absence of the Chair

Clerk Duties
**Per MN Statute**
- School district elections (notice, candidate filing, ballots, absentees, returns, results) [MSBA Service Manual Chapter 14]
- Keep records, make and issue reports [M.S. 123B.14, Subd. 7]
- Draw orders for payments [M.S. 123B.14, Subd. 7]

**Per Best Practice**
- Financial reporting oversight
- Financial procedure and controls oversight

Treasurer Duties
**Per MN Statute**
- Make deposits [M.S. 123B.14]
- Pay Bills [M.S. 123B.12, 123B.26]
- Promptly pay bills [M.S. 471.425]
- Make requested reports [M.S. 123B.14]
- Additional duties as assigned by the Chair or Board [M.S. 123B.14, Subd. 2]

Vice Chair Duties
- Exists per district policy
- Performs “Chair duties” during absence of the Chair
- Additional duties as assigned by the Chair or Board

**Note:** The MSBA Service Manual provides detailed references and commentary on MN Statutes that affect School Districts.

1 “... 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.” Additionally, “The persons who perform the duties of the clerk and treasurer need not be members of the board.” [M.S. 123B.14, Subd. 1].
In actual practice, that single person almost always delegates at least some of the duties to others.