

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 204.2

Title Board Officers

Secretary-Treasurer

It shall be the responsibility of the Board to annually appoint a Board Secretary-Treasurer, who shall receive the salary determined by the Board.

A Board Secretary-Treasurer may be appointed from employees, who shall not be a teacher employed by the Board, or from the public to serve a one-year term of office. The Board Secretary-Treasurer shall take the oath of office during the meeting at which s/he was appointed or no later than ten days thereafter.

It shall be the responsibility of the Board Secretary-Treasurer, as custodian of College records, to preserve and maintain the records and documents pertaining to the business of the Board; to keep complete minutes of special and regular Board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of College funds; and to co-sign warrants drawn on College funds after Board approval.

It shall be the responsibility of the Board Secretary-Treasurer, in conjunction with the chief financial officer, to oversee the investment portfolio, to receive funds of the College, to pay out the funds for expenses approved by the Board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund, and to file required reports with the appropriate state agencies and other entities. It shall also be the responsibility of the Board Secretary-Treasurer, in conjunction with the chief financial officer, to coordinate the financial records, the financial reports, the cash flow needs, and the investment portfolio of the College.

In the event the Board Secretary-Treasurer is unable to fulfill the Board responsibilities set out by the Board and the law, the President of the Board shall designate an interim secretary-treasurer until the Board Secretary-Treasurer is able to resume the responsibility or a new Board Secretary-Treasurer is appointed.

The Board Secretary-Treasurer shall give bond in an amount set by the Board. The cost of the bond will be paid by the College.

Date of adoption 1/11/67

Legal Reference: (Code of Iowa)

Date of last revision 3/13/98

12B.10; 12C; 64; 260C.12; 291.2 - .14;

Date of current revision 10/13/03

279.3, 5.

Related Administrative Procedures and Cross References _____

Board of Director's Handbook; 205.6 Organization Meeting