

FILE: BBA

Cf: [ABD](#), [BBBD](#), [BCB](#)

OFFICERS

The Jefferson Parish School Board, at its first meeting in January after election of board members and at its regular meeting in December in all other years, shall elect one of its members to serve as President and one to serve as Vice-President for a term of one (1) year. The President shall preside at all meetings of the Board and shall call special meetings when required. He/she shall sign with the Superintendent, the minutes and other official documents which require the signature of the President. He/she shall perform other duties as prescribed by law or Board policy. In the absence of the President or in the event of his/her death, or his/her 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 Superintendent shall preside until the members elect one of their members to serve as President for that meeting.

The Superintendent shall serve as the Secretary and Treasurer of the Board. As Secretary, he/she 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/she 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.

As Treasurer, the Superintendent shall have the authority to sign and execute any and all documents associated with all transactions duly approved by the Board. He/she shall also be designated as the official custodian of all funds to which the Board is entitled by law and shall be responsible for the proper safeguarding and accounting for all such funds.

The Treasurer shall issue a receipt for any monies coming into his/her hands and deposit such monies in accordance with the laws governing the deposit of public funds. He/she shall issue such warrants in payment of expenses lawfully incurred on behalf of the School Board, but except as otherwise provided by law, shall issue such warrants only after proper allowance or approval by the Board.

For each school year, the Treasurer shall give a bond for the faithful performance of duties; said bond to be written by an insurance company licensed to do business in the State of Louisiana and in an amount to be determined by the Board. The Treasurer shall be responsible under such bond for the faithful performance of duties as Treasurer.

Ref: La. Rev. Stat. Ann. §§[17:54](#), [17:55](#), [17:56](#), [17:83](#), [17:91](#)

Jefferson Davis Parish School Board