

AMHERST Policy

BDC – ELECTED AND APPOINTED BOARD OFFICIALS

CLERK OF THE DISTRICT

The clerk of the district shall be elected and the School Board will fix the salary of the district clerk, who shall not be a member of the School Board. The clerk shall keep a true record of each district meeting and make any reports to the State of New Hampshire as may be required and shall carry out duties as required by law. If the clerk is absent at any meeting, a clerk pro tempore shall be chosen by the School Board until the next annual district election.

TREASURER AND DEPUTY TREASURERS

The treasurer of the school district shall be elected and shall not be a member of the School Board. He/she shall receive such remuneration as the district may determine and perform such duties pertaining to the fiscal affairs of the school district as outlined in the New Hampshire statutes relating to public schools. If no one is elected and accepts, the school board shall appoint the treasurer until the next annual district election.

A deputy treasurer may be appointed by the treasurer, subject to the approval of the board (March 2003 Warrant Article 43).

The treasurer and deputy treasurer must be residents of Amherst, not be employed by the Amherst School District, and must have no conflict of interest in carrying out the duties of the position.

The treasurer and deputy treasurer shall, before entering upon the duties of such office, give a bond to the district with sufficient sureties, to the acceptance of the School Board, for the faithful performance of the treasurer's official duties.

Statutory References:

RSA 197:20 (Duties of Clerk)

RSA 197:22 (Treasurer's Bond)

RSA 197:23-a (Treasurer's Duties)

RSA 197:24-a (Deputy Treasurer)

RSA 671:6 (Election of Officers)

RSA 671:23 (Special Warrant for the election of officers)

ADOPTED: April 21, 2003