

SCHOOL BOARD CLERK AND DEPUTY CLERK

On recommendation of the Superintendent, the Clerk shall and a Deputy Clerk may shall be appointed annually by the School Board at its the January organizational meeting. ~~of the School Board. Any change to the Clerk's job description must be approved by the School Board.~~

The Clerk and Deputy Clerk shall each be bonded in an amount no less than ten thousand dollars (\$10,000), and the School Board shall pay the premiums for each bond. The Clerk and Deputy Clerk shall discharge under the general direction of the Division Superintendent all duties as required by law and such other duties as required by the School Board or the State Board of Education. The Clerk and Deputy Clerk must take an oath of office as prescribed for state officers.

~~The Deputy Clerk shall be empowered to act in all matters in case of the absence or inability to act on the part of the Clerk, or otherwise as provided by resolution of the School Board and under the direction of the Superintendent.~~

Adopted: July 1, 1993
 Amended: March 24, 1997; August 13, 2009
 Reviewed: December 11, 2003

Legal Refs: Code of Virginia, 1950, as amended, §§~~22.1-72,~~ 22.1-76, 22.1-77.

~~Cross Refs.: — BCA, School Board Organizational Meeting~~

~~— BDDA, Notification of School Board Meetings~~

~~— BDDC, Agenda Preparation and Dissemination~~

~~— BDDG, Minutes~~

~~— BHB, School Board Member Development Opportunities~~