

**AUBURN SCHOOL DISTRICT
APPOINTED BOARD OFFICIALS**

CLERK OF THE DISTRICT

The Clerk of the Auburn School District is elected for a three-year term 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 in RSA 197:20.

RSA 197:20 Clerk. The clerk shall keep a true record of all the doings of each meeting; shall make an attested copy of any record of the district for any person upon request and tender of legal fees therefor; shall act as moderator of any meeting until a moderator pro tempore shall be chosen, if the moderator is absent or the office has become vacant; and shall have the same power to administer oaths which the moderator has. If the clerk is absent at any meeting a clerk pro tempore shall be chosen.

TREASURER OF THE DISTRICT

The Treasurer of the School District shall be elected for a three-year term 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.

A Deputy Treasurer shall be appointed by the Treasurer subject to the approval of the Board.

Adopted: October 12, 1999
Revised: June 11, 2013

Legal References:
RSA 195:5, RSA 197:20,