



*Adopted: MSBA/MASA Model Policy 202*

*Revised: 2022 (Originated 1995)*

## **202 Brightworks Board Officers**

[Note: The provisions of this policy substantially reflect statutory requirements.]

### **I. PURPOSE**

It is the policy of BrightWorks, the service cooperative, that BrightWorks board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the service cooperative. The purpose of this policy is to delineate those responsibilities.

### **II. GENERAL STATEMENT OF POLICY**

- A. The BrightWorks board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the BrightWorks board. At its option, the BrightWorks board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The BrightWorks board shall ppoint an executive director who shall be an ex officio, non voting member of the BrightWorks board.

### **III. ORGANIZATION**

The BrightWorks board shall meet as close to January 1 or as practicably possible to select a chair, a clerk, a treasurer, and such other officers as determined by the BrightWorks board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the BrightWorks board.
- B. The BrightWorks board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

### **IV. OFFICER'S RESPONSIBILITIES**

#### **A. Chair**

1. The chair, when present, shall preside at all meetings of the BrightWorks board, countersign all orders upon the treasurer for claims allowed by the BrightWorks board, represent the service cooperative in all actions, and perform all duties a chair usually performs.



2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the BrightWorks board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

**B. Treasurer**

1. The treasurer shall deposit the funds of the service cooperative in the official depository.
2. The treasurer shall make all reports which may be called for by the BrightWorks board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section 123B.12.

**C. Clerk**

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
  - a. file with the BrightWorks board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the commissioner certified reports, showing:
    1. revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    2. other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports, executive director's reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the service cooperative.
5. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the BrightWorks board for



salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.

6. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

***D. Vice-Chair***

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

***E. Executive Director***

1. The executive director shall be an ex officio, non voting member of the BrightWorks board.
2. The executive director shall perform the following:
  - a. visit and supervise the service cooperative, report and make recommendations about the work being conducted when advisable or on request by the BrightWorks board;
  - b. recommend to the BrightWorks board employment and dismissal of staff;
  - c. make reports required by the commissioner; and
  - d. perform other duties prescribed by the BrightWorks board.

**Legal References:** Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)  
Minn. Stat. § 123B.14 (Officers of Independent School Districts) Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 126C.17 (Referendum Revenue) Minn. Stat. Ch. 205A (School District Elections)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
MSBA/MASA Model Policy 201 (Legal Status of the BrightWorks board)  
MSBA/MASA Model Policy 203 (Operation of the BrightWorks board – Governing Rules)