

GP-8: CLERK'S ROLE
Adopted: 3/13/03
Revised: 11/13/03, 8/10/06

The Clerk acts to ensure that accurate records of the Board are kept and that ministerial functions of the Board are accomplished. Accordingly, the Clerk shall:

1. Cause to be kept a full and accurate record of the proceedings of the Board of School Trustees (NRS 386.325).
2. Draw all orders for payment of money belonging to the Clark County School District subject to the written directions of the Board of School Trustees (NRS 386.325).
3. File the names of the President, the Clerk, and the members of the Board of School Trustees with the State Department of Education and the County Auditor (NRS 386.310) immediately after the organization of the Board of School Trustees at the first meeting in January, following a general election.
4. Cause to be published a list of expenditures of the Clark County School District made during the previous quarter of the school year (NRS 387.320).
5. Ensure that members of the Board are notified of meetings and that special meetings are called in conformance to law (NRS 386.330).
6. Conduct the meeting of the Board in the absence of the President and Vice President.
7. Assume such duties as the Board may decide.