

**GP-8: CLERK'S ROLE**

**Adopted:** 03/13/03

**Revised:** 11/13/03; 08/10/06; 11/29/11; 10/11/12; 02/08/18

*Board of School Trustees*

**CLARK COUNTY SCHOOL DISTRICT**

The Clerk acts to ensure that accurate records of the Board are kept and that administrative 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 ([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 ([NRS 386.325](#)).
3. File the names of the President, the Clerk, and members of the Board with the Nevada Department of Education and the County Auditor ([NRS 386.310](#)) immediately after the organizational meeting in January, following a general election.
4. Cause to be published a list of expenditures of the CCSD 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. Assist members of the Board with completion of training for professional development as required by NRS Chapter 386.
  - A. If a member of the Board fails to complete his/her required training, the Clerk must post notice of such noncompliance in a conspicuous manner on the website of the Board of Trustees. The Clerk must also provide written notice of the noncompliance to the other members of the Board.
8. Assume such duties as the Board may decide.