

## **Board Treasurer**

The Board Treasurer shall be appointed by the Board from outside its membership. To finalize the appointment, the Board Treasurer will take the oath of office during the meeting at which the individual is appointed or no later than 10 days thereafter and shall hold office until his/her successor is appointed and qualified.

It is the responsibility of the Board Treasurer to oversee the investment portfolio, to receive funds of the District, to pay out the funds for expenses approved by the Board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It will also be the responsibility of the Board Treasurer to work with the Board Secretary to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the District.

If the Board Treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the Board Secretary to carry out the duties of the Board Treasurer.

Legal Reference: Iowa Code §§ 12B.10; 12C; 279.3, .5, .7, .31-.33; 291.2-.4, .6-.12, .14  
281 I.A.C. 12.3(1)

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