

**CANDIA SCHOOL DISTRICT  
APPOINTED BOARD OFFICIALS**

**CLERK OF THE DISTRICT**

The Clerk of the Candia School District is elected triennially 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 may submit 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 therefore; 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 triennially 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 or accepts, the School Board shall appoint the Treasurer.

RSA 197:22 Treasurer's Bond. The treasurer shall, before entering upon the duties of such office, give a bond to the district with sufficient sureties, to the acceptance of the school board, for the faithful performance of the treasurer's official duties. A Deputy Treasurer may be appointed by the Treasurer subject to the approval of the Board.

Statutory References:

RSA 197:20, School Meetings & Officers: Clerk Duties  
RSA 197:22, School Meetings & Officers: Treasurers Bond  
RSA 197:23-a, School Meetings & Officers: Treasurers Duties  
RSA 671:23, School District Elections: Warrant  
RSA 671:6, School District Elections: Other Officers  
RSA 671:31, School District Elections: Reports by Clerk

Adopted: October 7, 1999  
Revised: September 7, 2017