

**POLICY RELATING TO SCHOOL COMMITTEE OPERATION**

**WACHUSETT REGIONAL SCHOOL DISTRICT  
TREASURER**

The Treasurer shall have experience in all aspects of school finance and possess comprehensive computer literacy. The Treasurer shall have all required licenses and/or certificates as required by Massachusetts General Laws. This position will report to the Chairperson of the School Committee. The primary goal will be to provide financial consultation and supervision of all Wachusett business matters.

The following is a list of responsibilities:

supervise receipt of all moneys paid to the Committee and supervise deposit of it in such banks as the Committee designates;

pay out money in such amounts as have been approved by the Committee;

render reports of all receipts and disbursements;

give bond/insurance for the faithful performance of duties in such amounts as the Committee shall direct, required by law. The premium on such bond/insurance to be paid by the Committee.

provide all financial accounting and supervision deemed necessary by the Committee;

prepare presentation of warrant-related matters for all School Committee meetings;

perform all other duties required by the position.

The School Committee will vote on the salary of the Treasurer. The terms of employment will be voted on annually by the School Committee and an evaluation of the Treasurer will take place yearly.

First Reading: 08/21/95

Second Reading: 09/11/95

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