Duties of the Clerk and Deputy Clerk

The responsibilities of the Clerk of the School Board Clerk) and Deputy Clerk shall be established by the School Board with the advice of the Division Superintendent (Superintendent).

The Clerk shall keep a record of the meetings and proceedings of the Prince William County School Board. The record shall be subject to such periodic examinations as shall be prescribed by the Virginia Board of Education. The Clerk shall discharge, under the general direction of the Superintendent and administrative oversight of Division Counsel, such other duties in connection with the school business of the county as may be required by law, the Prince William County School Board, or the Virginia Board of Education.

The Prince William County School Board shall require the Clerk and the Deputy Clerk each to furnish a corporate surety bond conditioned upon the faithful performance and discharge of their duties. The School Board shall fix the amount of each bond which shall not be less than $10,000. The premium for each bond shall be paid by the School Board.

In the absence of the Clerk, the Deputy Clerk shall perform the duties and fulfill the obligations of the Clerk, unless otherwise directed by the Prince William County School Board.

The Clerk, Deputy Clerk, and the School Board are responsible for implementing and monitoring this policy.

This policy and any related regulations shall be reviewed at least every five years and revised as needed.


Adopted: October 21, 1992
Revised: October 17, 2018

PRINCE WILLIAM COUNTY SCHOOL BOARD