

Duties of Members - Secretary

Secretary

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda.
2. Record, distribute, and maintain the Board minutes.
3. Maintain Board records and documents.
4. Conduct official correspondence for the Board.
5. As directed by the Board, sign and execute official papers.
6. Perform other duties as assigned by the Board.

Legal Reference: Education Code: 35025, 35143, 35250
Government Code: 54950-54963 Ralph M. Brown Act

Policy Adopted: 06/24/2003
Policy Amended: 10/02/2018