



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

Board Secretary

REPORTS TO:

Board of Education

QUALIFICATIONS:

Valid certificate.

GENERAL DESCRIPTION:

The Board Secretary shall perform such duties as are required by law, by State Board rules and regulations and by directions of this Board.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Gives notice of all regular and special meetings (including the organization meeting) of the Board to the members, the Superintendent, and the press.
2. Posts and gives notice of annual and special elections and record the results thereof. (18A:17-7)
3. Serves as secretary at all meetings of the Board; conducts its official correspondence; records the minutes of all proceedings of the Board, and provides each member with a copy of the minutes prior to the next regular meeting.
4. Manages all duties concerning School Board elections as specified in 18A Chapter 14.
5. Processes requests for affidavit students and non-resident tuition students.
6. Collects tuition fees and other moneys due the Board and transmit them to the Custodian, (18A:17-8)
7. Examines and audits all accounts and demands against the Board, present them to the Board at its meetings, indicate the Board's approval and send them to the Custodian for payment. (18A:17-B and 18A:19-4)
8. Reports to the Board at each regular meeting the amounts of the total appropriations, and cash receipts for each account, the amount of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account. (18A:17-9)
9. Maintains custody of all contracts, records and documents belonging to the Board. (18A:17-9)
10. Gives the Board a detailed report of its financial transactions at the close of each fiscal year and file a copy with the County Superintendent (18A:17-10)
11. Maintains bond and debt service registers and reports to the Commissioner annually the amount of Unpaid school debt, the interest rate payable, the dates of issues and the due dates of bonds or other indebtedness.
12. Prepares a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplies copies of the summary to interested persons. (18A:23-4)
13. Performs such other tasks and assume such other responsibilities as assigned by the Board of Education.

WORK YEAR: Twelve-month position.

DATE APPROVED:	February 19, 2013
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BY:	Board of Education
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