

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

8304

**DUTIES OF EXECUTIVE SECRETARY/SUPERINTENDENT**

The duties of the Executive Secretary/Superintendent shall include the following:

1. Attend all regular, special and executive sessions of the Board
2. Keep a full and accurate record of the proceedings of the School Board
3. Send out notices of meetings
4. Prepare Board meeting agenda subject to approval of the President
5. Maintain School Board members' policy manuals
6. Advise Board of policies previously adopted which affect items on the agenda requiring policy consideration
7. Sign official documents that require the Executive Secretary's signature
8. In the absence of the President and Vice President, call the Board meeting to order and conduct the election of a chairman pro tem
9. Serve as the official spokesman for the Board and District.
10. The Executive Secretary/Superintendent is the Board's official representative for the submission of state and federal applications and reports.

Reference: §1045, 1091, Title 14, Delaware Code

ADOPTED: July 14, 1975

REVISED: 7/9/90