

SECRETARY

The Board of Trustees 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. Meet with the Board President to discuss the Board agenda
3. Record, distribute and maintain the Board minutes
4. Maintain Board records and documents
5. Conduct official correspondence for the Board
6. As directed by the Board, sign and execute official papers
7. Perform other duties as assigned by the Board

Legal Reference:

EDUCATION CODE

35025 *Secretary and bookkeeper*

35143 *Annual organizational meetings; dates and notice*

35250 *Duty to keep certain records and reports*

GOVERNMENT CODE

54950-54963 *Ralph M. Brown Act*