

SECRETARY

The Superintendent of the Baldy View Regional Occupational Program (ROP) shall serve as Secretary to the Baldy View Regional Occupational Program Commission. The major duties and responsibilities as secretary are to:

1. Supervise the care of all records, proceedings and documents of the Commission.
2. Prepare the Commission agenda with the Commission President.
3. Attend all Commission meetings.
4. Notify members of all Commission meetings.
5. Supervise the keeping of the minutes of the meetings.
6. Conduct the official correspondence of the Commission.
7. Sign and execute official papers as authorized by the Commission.
8. Execute the policies and administrative regulations as adopted by the Commission.
9. Give the Commission factual information and technical advice on ROP matters upon which the actions and policy of the Commission may be based.
10. Attend professional meetings as approved by the Commission.
11. Perform any other duties assigned or delegated by the Commission.
12. Represent the Commission at public and professional meetings.

In the absence of the Superintendent, have the Director of Instruction carry out the duties of the Secretary.

Legal Reference: (see next page)

SECRETARY (continued)

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*

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>