

Salinas City Elementary School District

DUTIES OF THE SECRETARY

The Superintendent shall act as Secretary to the Board and shall have the following duties:

1. Manage correspondence on behalf of the Board. Write and send replies quoting the Board's policies where relevant and reporting correspondence to the Board at its next meeting.
2. Prepare Board agendas with the advice of the President where necessary or appropriate.
3. Maintain a calendar of the Board's unfinished business and remind the Board of its decisions regarding when to take up those items.
4. Call to the attention of the Board any legal requirements or matters for which the Board or the Secretary are responsible.
5. Make physical arrangements in preparation of Board meetings.
6. Record Board decisions. Record briefly the disposition of all matters on which the Board considered action. Prepare, check and distribute minutes in advance for approval at the next meeting and maintain properly authenticated official copies of all minutes.
7. Maintain the official record of the Board's policies and an up to date file of administrative regulations, the education code, financial reports and correspondence.
8. Advise the Board of pertinent provisions of the Education Code concerning its duties.
9. Maintain the Board's reference files.
10. Sign documents and other papers in the name of the Board where the Board has taken action or has authorized the Secretary to sign for the Board.
11. Arrange for district meetings and elections. Maintain legal records and papers pertaining to district meetings and elections.
12. Handle legal advertisements.
13. Carry out such other responsibilities as required by law or assigned by the Board.