

Salinas City Elementary School District

DUTIES OF THE CLERK OF THE BOARD

The Governing Board shall elect a clerk from its own membership at the annual organizational meeting. (Education Code 35143)
(cf. 9100 - Organization)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of the district as directed by the Board
4. Serve as presiding officer in the absence of the president and vice president (cf. 9121 - President)
5. Notify Board members and members-elect of the date and time for the annual organizational meeting
6. Perform any other duties assigned by the Board