

SECTION: LOCAL BOARD PROCEDURES

TITLE DUTIES OF SECRETARY

ADOPTED: August 18, 2014

REVISED: January 16, 2017

FORMERLY 1230

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

006.1A AR DUTIES OF SECRETARY

The Secretary of the Board of School Directors shall perform the following duties:

- See School Laws of Pennsylvania, Section 433 for specific duties.
- Supply CPA with material from Board meetings (minutes, tax information, etc.).
- Type minutes, agendas, memos, etc., for meetings.
- Notify members regarding meetings, etc.
- Assemble and distribute materials for meetings.
- Prepare conference room for meetings.
- When necessary, make telephone calls to Board members.
- Type and post notices on door regarding special meetings, etc.
- Maintain official minute book.
- Forward material from Board meeting for the members via mail.
- Properly advertise the yearly schedule of Board meeting dates.
- Properly advertise information concerning special meetings.
- Perform such other duties pertaining to the business of the District as may be required by the Board of School Directors and the Superintendent.