

**The Board of Trustees
Clerk**

The Clerk of the District shall be appointed yearly by the Board of Trustees upon recommendation of the Superintendent at the Board's annual meeting in July.

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and keep an accurate record of the proceedings, and shall enter in said record all matters required by law, or by the Board, so to be entered. The Clerk shall attend all Board meetings without right of debate or vote. The Clerk shall have custody of the records, books, and documents of the Board. The Clerk shall have such additional duties as shall be prescribed by the Superintendent and the Board and shall perform those duties and responsibilities outlined in the job. In the absence or inability of the Clerk to attend a Board meeting, the Board will designate a person to serve as temporary Clerk for the meeting. The temporary clerk shall keep the record of the proceedings of the Board and certify the same to the Clerk.

The Clerk will make the preparations legally required for the notice and conduct of all District elections.

The Clerk assists in the preparation of board meeting agendas with related materials and ensures the delivery of agendas to Board members in advance of meetings.

Legal reference:

[I.C. § 33-506](#) Organization and government of board of trustees.

[I.C. § 33-508](#) Duties of Clerk.

Policy History:

Adopted on: August 13, 2007

Revised on: October 14, 2013