

SECRETARY

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda
2. Record, distribute and maintain the Board minutes
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Perform other duties as assigned by the Board

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Ed. Code 35025
Ed. Code 35143
Ed. Code 35250
Gov. Code 54950-54963

Description

Secretary and bookkeeper
Annual organizational meetings; date and notice
Duty to keep certain records
The Ralph M. Brown Act

Management Resources References

CSBA Publication
Website
Website

Description

Professional Governance Standards
CSBA District and County Office of Education Legal Services
CSBA

Cross References

2110
2111
4112.1
9322
9324

Description

Superintendent Responsibilities And Duties
Superintendent Governance Standards
Contracts
Agenda/Meeting Materials
Minutes And Recordings