

BYLAWS OF THE BOARD

Secretary

Duties

The Superintendent shall act as Secretary of the Board. As Secretary, he/she shall:

1. Prepare the Board agenda.
2. Prepare the Board minutes.
3. Serve as custodian of all school district and Board records and documents.
4. Submit to the President of the Board all correspondence addressed to the President or to the Board.
5. Submit to the Clerk of the Board all correspondence addressed to the Clerk.
6. Other duties as assigned by the Board.

Legal Reference: Education Code
 35025 Secretary and bookkeeper

Policy
Adopted: March 28, 1974

Revised Policy
Adopted: February 17, 1983

Revised Policy
Adopted: April 10, 2001