

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:

- a. Prepare, distribute, and maintain the Board agenda;
- b. Record, distribute, and maintain the Board minutes;
- c. Maintain Board records and documents;
- d. Conduct official correspondence for the Board;
- e. Submit to Board officers the correspondence addressed to them;
- f. As directed by the Board, sign and execute official papers;
- g. Perform other duties as assigned by the Board.

Legal Reference

EDUCATION CODE

- 35025 Secretary and bookkeeper
- 35143 Annual organizational meetings; dates and notice
- 35250 Duty to keep certain records and reports

GOVERNMENT CODE

- 5495-054963 Ralph M. Brown Act

Management Resources

CSBA Publications

- CSBA Professional Governance Standards, 2000
- Maximizing School Board Leadership: Boardsmanship, 1996
- CSBA: <http://www.csba.org>

ADOPTED: 3/28/79

REVISION/REDESIGNATION: 6/8/94

REVIEW AND REVISION: 5/14/2014