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DUTIES OF THE BOARD SECRETARY

ADOPT: APRIL 8, 1985

REVISED: FEBRUARY 13, 2001

REVISED: MAY 8, 2007

REVIEWED: OCTOBER 14, 2008

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

- A. Prepare the Board agenda.
- B. Prepare the Board minutes.
- C. Care for all District and Board records and documents.
- D. Have the authority to sign or affirm appropriate records and documents.