

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

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA Publications: CSBA Professional Governance Standards, 2000

CSBA Web Site: <http://www.csba.org>

ADOPTED: 3/28/79

REVISIONS: 6/8/94, 5/14/2014, 1/9/2019