

Secretary of the Board

Each year, at its organizational meeting in December, the Board shall appoint an employee, other than a certified employee, to serve as secretary of the Board for a one-year term. To finalize the appointment, the secretary shall take the oath of office at that meeting or no later than ten days thereafter.

It shall be the responsibility of the secretary to attend regular and special meetings of the Board; provide for the keeping of the minutes of Board meetings, and keep a record of Board proceedings and official actions; act for the Board as custodian of records, reports, documents, correspondence, or other Agency property as the Board may assign and perform such other duties as may be required by the Board or prescribed by law.

If the secretary is unable to carry out the duties required, it shall be the responsibility of the Board treasurer to carry out the duties of the secretary.

Adopted: 03-13-03
Amended: 01-07-09
Reviewed: 11-04-15
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Reviewed: 10/01/2025