

Secretary

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~~The superintendent shall act as secretary of the Governing Board.~~

~~As secretary, the superintendent shall:~~

- ~~1. Prepare and handle the Governing Board agenda.~~
- ~~2. Prepare and handle the Governing Board minutes.~~
- ~~3. Prepare a tentative calendar for the ensuing school year to be considered by the Governing Board at the first regular meeting in April. This calendar shall become final if not changed at a regular meeting prior to September 1st of each year by the majority vote of the Governing Board.~~
- ~~4. Submit to the president of the Governing Board all correspondence addressed to the president or to the Governing Board.~~
- ~~5. Submit to the clerk of the Governing Board all correspondence addressed to the clerk.~~

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:

1. Prepare the agenda in consultation with the Board President;
2. Distribute and maintain the Board agenda;
2. Record, distribute and maintain the Board minutes;
3. Maintain Board records and documents;
4. Conduct official correspondence for the Board;
5. As directed by the Board, sign and execute official papers; and
6. Perform other duties as assigned by the Board.

Legal Reference:

EDUCATION CODE

35025 Secretary and bookkeeper

Secretary

41 35143 Annual organizational meetings; dates and notice
42 35250 Duty to keep certain records and reports
43 GOVERNMENT CODE
44 54950-54963 Ralph M. Brown Act
45
46 Management Resources:
47 CSBA PUBLICATIONS
48 CSBA Professional Governance Standards, 2000
49 Maximizing School Board Leadership: Boardsmanship, 1996
50 WEB SITES
51 CSBA: <http://www.csba.org>
52

Adopted: 1/08/85; Revised: 1/12/99, _____