

Board Secretary Duties
G-135-P

The Board Secretary will perform the duties as may be required by law or authorized by the Board. The following are among the duties of the Board Secretary unless properly delegated to others:

1. Be present at, and keep accurate records of, all regular and special meetings of the Board, including minutes and Board member attendance.
2. Ensure notice any Board meeting is provided to all Board members and all notices of Board meetings are posted as required by law.
3. Issue and/or sign all official documents as required by law or determined by the Board.
4. Ensure that copies of all documents relating to the business of the District are properly kept by the District.
5. Obtain and record the election results of all District propositions submitted to voters.
6. Issue certificates of election to newly elected Board members.
7. Ensure bonds and interest coupons are properly destroyed and a District record is properly maintained reflecting such destruction.
8. Maintain, certify and report all District documents to any outside entity as required by law.
9. In the absence of both the President and Vice President of the Board, call Board meetings to order.
10. Prepare and maintain an annual Board calendar.