

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 1.25 Secretary for the Board  
**Revision Date:** 2/09; 6/15  
**Policy Reference:** Education Code Section 72000

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The major duties and responsibilities of the Secretary for the Board shall be:

1. To provide notification of Board meetings to members of the Board.
2. To jointly prepare agendas with the Board President.
3. To attend all Board meetings and closed sessions unless excused.
4. To have recorded in the minutes all actions taken at Board meetings, review unadopted minutes of each meeting, and transmit such minutes to Board members before each ensuing regular meeting.
5. To certify or attest to Board actions, as required, and to execute official papers.
6. To conduct correspondence on behalf of the Board in response to communications received by the Board or in pursuance of Board actions.
7. To safeguard records, proceedings, and documents of the Board.