

1.25 Secretary for the Board

1. The major duties and responsibilities of the Secretary for the Board shall be:
 - a. To provide notification of Board meetings to members of the Board.
 - b. To prepare agendas and attend Board meetings.
 - c. To have recorded all actions taken at Board meetings, review unadopted minutes of each meeting, and transmit such minutes to Board members before each ensuing regular meeting.
 - d. To certify or attest to Board actions, as required and to execute official papers.
 - e. To conduct correspondence on behalf of the Board in response to communications received by the Board or in pursuance of Board actions.
 - f. To safeguard records, proceedings, and documents of the Board.
 - g. To make an annual report to the County Superintendent of Schools of District revenues and expenses as required by the Education Code.

(Rev. 03/09)