

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

Subject: 1.25 Secretary for the Board
Revision Date: 2/09; ~~xx/xx~~
Policy Reference: Education Code Section 72000

The Chancellor shall serve as Secretary to the Board of Trustees.

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 ~~and attend Board meetings.~~
- ~~2.3.~~ ~~To attend all Board meetings and closed sessions unless excused.~~
- ~~3.4.~~ 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.
- ~~4.5.~~ To certify or attest to Board actions, as required, and to execute official papers.
- ~~5.6.~~ To conduct correspondence on behalf of the Board in response to communications received by the Board or in pursuance of Board actions.
- ~~6.7.~~ To safeguard records, proceedings, and documents of the Board.