



Book	Policy Manual
Section	DRAFTED Policies
Title	Copy of SECRETARY
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0171.3 - SECRETARY

The Secretary of the School Board shall:

- A. act as clerk at meetings of the Board;
 - B. record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;
 - C. prepare the annual report of the Corporation and other reports required by the State Board;
 - D. preside at meetings when both the President and the Vice- President are not able to attend;
 - E. in case of a vacancy in the office of Vice-President, succeed to the office of Vice-President for the balance of the unexpired term;
 - F. perform other duties required by law or by the School Board.
- A. cause the minutes to be kept in the proper form;
 - B. cause the minutes to be presented at subsequent meetings;
 - C. sign official documents that require the signature of the Secretary of the Board; and
 - D. assume the duties of the President in the event both the President and Vice President are absent.