

SECRETARY

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda
2. Record, distribute and maintain the Board minutes
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Perform other duties as assigned by the Board
7. Prepare a tentative calendar of Board meetings for the next school year for the consideration at the annual organizational meeting
8. Submit to the president of the Board all correspondence addressed to the president or to the Board
9. Submit to the clerk of the Board all correspondence addressed to the clerk

Legal Reference:

EDUCATION CODE

35025 *Secretary and bookkeeper*

35143 *Annual organizational meetings; dates and notice*

35250 *Duty to keep certain records and reports*

GOVERNMENT CODE

54950-54963 *Ralph M. Brown Act*

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>