

<b>SECRETARY TO THE BOARD</b>	<b>1400</b>
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The Secretary to the Board of Trustees shall be the Superintendent/President.

The Secretary shall:

1. Notify members of the Board of Trustees of all regular, special, and adjourned meetings.
2. Attend meetings of the Board of Trustees.
3. Prepare agendas for meetings of the Board of Trustees and post at least 72 hours prior to regular meetings and 24 hours prior to special meetings.
4. Record the minutes of the meetings of the Board of Trustees and transmit copies of the minutes to each board member.
5. Have charge of all records, proceedings, and documents of the Board of Trustees.
6. Conduct the official correspondence of the Board of Trustees.
7. File and post copies of the financial reports as required by law.
8. Keep up-to-date copies of all policies, rules, and regulations of the governing board.
9. Sign and process official papers.
10. Maintain the Board of Trustees' reference files.
11. Arrange for elections.
12. Handle legal advertisements.

(Revised: 11/25/74, 5/5/93)