

9122 Secretary

Immediately following the election of Board officers, the Board shall appoint a Secretary, the Superintendent, according to Education Code 35025 .

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.

Board Approved:
September 25, 2003
Effective Date: July 1, 2004