

SECRETARY

The Superintendent or designee, acting as secretary to the Governing Board, shall have the following duties:

1. With the Board President's assistance, prepare and maintain the Board agenda
2. Prepare and maintain the Board minutes
3. Maintain Board records and documents
4. Submit to Board officers the correspondence addressed to them
5. Other duties as assigned by the Board

Legal Reference:

EDUCATION CODE

35025 Secretary and bookkeeper