

## CLOVIS UNIFIED SCHOOL DISTRICT

### BOARD BYLAWS SECRETARY

PURPOSE: To describe the role and responsibilities of the Board secretary.

The Superintendent shall serve as secretary of 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. Post notices as required by law.
7. Perform other duties as assigned by the Board.

Adopted: 09/23/2020

#### 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

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