



|                         |                                     |
|-------------------------|-------------------------------------|
| <b>CHAPTER 1</b>        | <b>SECTION NO.</b>                  |
| Board of Trustees       | 1.02                                |
| <b>REFERENCE</b>        | <i>Adopted: October 12, 2010</i>    |
| 1.02.04 Board Secretary | <i>Reviewed: September 14, 2010</i> |
|                         | <i>Revised:</i>                     |

The duties of the Secretary shall include but not be limited to the following:

- Attend all meetings of the Board and keep or cause to be kept a full and accurate record of all votes and acts of the Board
- Record or cause to be recorded all call to order and adjournment, motions, seconds and voting attendance, absences, late arrival and early departure of members; and other occurrences as necessary for an accurate record of Board proceedings
- Provide for the custody of all records, proceedings, and documents of the Board including making them available for public use
- Keep, or cause to be kept, a record of all members of the Board, the dates of their election, the length of term, the date of expiration of their terms of office, and a file of all reports made by committees of the Board
- Keep, or cause to be kept, a current and complete record and text of the Bylaws and Policies of the Board
- Direct the official signing of all official legal documents of the Board
- Board minutes in their final form shall be signed by the Board Chair and the Secretary of the Board or by his/her duly authorized representative
- Furnish or cause to be furnished to the President of the College and to all members of the Board, immediately after change, amendments, or additions to the Bylaws and Policies, a complete, accurate and official copy of the text thereof

If the Board Secretary is absent from any meeting or refuses to perform his/her duties, a member of the Board shall be appointed as Secretary Pro Tempore.

Clerical duties for the Board are performed by a staff person employed by the College, who is called Executive Assistant to the Board.