

Bylaws of the Board

SECRETARY

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

1. Prepare and maintain the Board agenda. Distribute the agenda to Trustees at least 72 hours prior to regularly scheduled Board Meetings.
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 assigned by the Board.

Legal Reference:

EDUCATION CODE

35025 Secretary and bookkeeping

Bylaw Adopted: February 13, 1992
Revised: 12/9/03

WEST SONOMA COUNTY UHSD
Sebastopol, California