

SECTION 1 - GOVERNANCE PROCESS
POLICY 1.9

SECRETARY'S ROLE

The Secretary is elected by the Board.

1. The Secretary is designated as the official custodian of all official records of the District. The Secretary shall delegate the day-to-day maintenance and custody of the records to the President of the College but may not delegate the accountability.
2. The Secretary shall sign all official documents and contracts on behalf of the District as required by law, by agencies with legitimate authority over college activities, and by the Board.
3. The Secretary shall be accountable to maintain a record and the official minutes of all meetings of the Board. The responsibility to create and maintain records and minutes shall be delegated to the President of the College.
4. In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall call the Board meeting to order and shall serve as Chairperson while the Board elects a Chairperson Pro Tempore.

Adopted: August 17, 2000
Reviewed: March 21, 2002, November 20, 2003, July 14, 2008, April 15, 2010, January 18, 2011,
January 19, 2012, June 16, 2016