



CHAPTER 1	SECTION NO.
Board of Trustees	1.02
REFERENCE	<i>Adopted: October 12, 2010</i>
1.02.04 Board Secretary	<i>Reviewed: September 14, 2010; November 12, 2024; March 10, 2026</i>
	<i>Revised: November 12, 2024; March 10, 2026</i>

The Board of Trustees shall elect a Secretary to serve at the discretion of the Board. 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

The Board Secretary may be a member of the Board and shall perform the duties usually pertaining to his or her office. The Board Secretary, if not a member of the Board, may receive such compensation as shall be fixed by the Board prior to the election of the secretary.

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, as designated by the President.