

**SECRETARY**

The Superintendent or designee, acting as secretary to the Board of Trustees, shall have the following duties:

1. Prepare and maintain the Board agenda.
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 as assigned by the Board.

**LEGAL REFERENCES****EDUCATION CODE**

35025 Secretary and Bookkeeper