

POLICY TITLE: Board Secretary
POLICY NUMBER: 1010

1010.1 Certain special districts may be required to have a Secretary of the Board of Commissioners pursuant to state law or district policy. The Board of Commissioners should consult its District counsel to determine whether a Secretary is required, and if not, whether it would like to have a Secretary.

1010.2 The Secretary of the Governing Board shall have the following duties:

- a. Certify or attest to actions taken by the Board when required;
- b. Sign the minutes of the Board meeting following their approval;
- c. Sign the documents as directed by the Board on behalf of the Authority, and sign all other items which require the signature of the Secretary;
- d. Perform any other duties assigned by the Board and the Fire Chief; and
- e. Perform any other duties required under law.

1010.3 The duties of the Secretary, with assistance of the Fire Chief, are:

- a. Respond to routine correspondence;
- b. Prepare for Board meetings, including preparing the agenda with the advice of the Fire Chief and providing public notice of Board meetings in accordance with state law;
- c. Attend all Board meetings and ensure minutes of the Board of Commissioner meetings are documented. This documentation is for use by the Secretary only for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board. Upon adoption of these minutes the recording media will be destroyed;
- d. Ensure accurate Minutes of each Board meeting are prepared and maintained;
- e. Maintain Board records and other documents and reports as required by law; and
- f. Disseminate correspondence to Board officers addressed to them.