

Policy Information

Series 1000 - By-Laws

Duties of the Clerk

Policy # 1313, 3.1.3

POLICY

1995 1313

By-Laws

SUBJECT: DUTIES OF THE CLERK

The Clerk shall be elected by the Board at the annual organization meeting. The term of office of the Clerk shall be one year. The duties of the Clerk shall be to:

- a. Attend all meetings of the Board and to keep a record of its proceedings;
- b. Be responsible for notifying members of all meetings of the Board;
- c. Maintain an up-to-date record of Board policies and by-laws;
- d. Make such reports as may be required, including distribution of board information to component districts;
- e. Other duties customary to the office.

A complete description of duties for the Clerk of the Board will be maintained in the personnel office.

Education Law Section 1950(4)(j)

Board Approved

2/2/94

7/18/95