

BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF SECRETARY

BCAD
(LOCAL)

The College President shall serve as the assistant secretary of the Board. The assistant secretary shall:

1. Notify members of the Board of all regular and special meetings.
2. Attend all Board meetings.
3. Arrange for recording the minutes of the Board meetings.
4. Transmit a copy of the previous minutes to each Board member before each ensuing meeting.
5. Have charge of all Board documents, proceedings, and records.
6. Certify the posting of the notice of the Board meetings according to statutory requirements.
7. Perform other duties and functions as prescribed by the Board.

The executive assistant to the College President shall serve as the Board clerk. The Board clerk shall record the minutes of the Board meetings.