

8000 COUNTY BOARD OF EDUCATION

8400 ORGANIZATION

8410 OFFICERS

**8414 RESPONSIBILITIES OF THE SECRETARY OF THE BOARD**

It shall be the responsibility of the Secretary of the Board to have the following functions performed:

1. Handle Board Correspondence
  - a. Manage routine correspondence directly,
  - b. Deal with other correspondence as follows:
    - 1) Draft replies in advance, when possible, for Board consideration,
    - 2) Seek instructions for reply when necessary,
    - 3) Write to those persons with whom the Board wishes direct contact, as in requesting or expressing appreciation for services.
2. Prepare for Board Meetings
  - a. Prepare the proposed agenda with the President of the Board,
  - b. Notify all members of all meetings. Notice shall be available to the local news media indicating the date, time and place of the meeting and the major topics to be discussed.
  - c. Deliver agenda and backup materials in advance of all meetings:
    - 1) Regular: The materials for regular meetings shall be delivered to each Board member at least 72 hours preceding the date of the meeting,
    - 2) Special: The materials for special meetings shall be delivered to each Board member at least 24 hours preceding the date of the meeting,
  - d. Make physical arrangements for all meetings.
3. Attend All Board Meetings
  - a. Record Board decisions:
    - 1) Record briefly the disposition of all matters on which the Board considered action, referring to the source of major written recommendations by title and date,
    - 2) Prepare, check and distribute minutes in advance for approval at a later meeting,
    - 3) Maintain properly authenticated official copy of minutes,
    - 4) Maintain official records of Policies and Resolutions of the Board.
  - b. Advise the Board of pertinent provisions of the Education Code concerning its duties,
  - c. Serve as custodian of the Board's legal records and documents.

(continued)

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- 4. Maintain Board's Reference Files
  - a. Education Law,
  - b. Superintendent's Administrative Regulations and Procedures implementing Board policies,
  - c. Financial Reports,
  - d. Board's correspondence.
- 5. Other
  - a. Draft policies and resolutions for Board consideration,
  - b. Carry out such other responsibilities as required by law or as may be requested by the Board.

References: Education Code 1010-1016, 1040, 1240

Approved as to form:

  
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Deputy County Counsel

Approved by  
Marin County Board of Education - 9/26/89