

## ADMINISTRATIVE SECRETARY

The Board shall have the authority to employ an administrative secretary to the Board.

See following page for procedure.

Note: adoption date is unknown  
Reformatted April 29, 2010

## ADMINISTRATIVE SECRETARY

The Board shall have the authority to employ an administrative secretary to the Board. The duties of the administrative secretary shall include the following:

- Attend all meetings of the Board and keep a record of all proceedings.
- Maintain a Board calendar to include all items which have been requested on a future agenda, all unfinished business, and all items which should be subject to annual or periodic review by the Board.
- Assist the Board President in preparation of meeting agendas.
- Mail agendas, minutes, administrative memorandums, and any other materials which should be reviewed by the Board prior to meeting.
- Perform other duties as assigned by the College/Board President.

The administrative secretary is directly responsible to the College President.

Note: adoption date is unknown  
Reformatted April 29, 2010