

SUBJECT: DUTIES OF THE DISTRICT CLERK

The District Clerk shall be appointed by the BOCES at the organizational meeting in July, and shall perform the following duties:

- a. Take and record accurate minutes of each public Board meeting, and furnish copies of such minutes to Board members before the next regularly scheduled meeting
- b. Sign documents and papers, as required by law or Board order
- c. Post public notices, as required by law or Board order
- d. Other duties as assigned by the Board

Education Law Sections 1950(7)(j) and 2130

Adopted: January 9, 2002