

**SUBJECT: DUTIES OF RECORDING SECRETARY**

The District Superintendent will make available to the Board a recording secretary. The duties of the recording secretary shall include, but not be limited to:

- a. Taking notes at each regular and special meeting of the Board
- b. Preparing the official minutes for each Board meeting for presentation to the District Clerk and Board
- c. Notifying individual Board members of Board meetings and other activities as necessary
- d. Maintain a calendar of Board conferences, conventions and workshops, and arrange for attendance at such

**Adopted: January 9, 2002**