

**Board of Director's Policy  
Governance 200 Series****Policy # 200.6****Responsibilities of the Secretary of the Board**

The responsibilities of the Secretary of the Board of Directors are:

- A. Serve as a member of the Executive Committee of the Board.
- B. Prepare minutes of all official meetings of the Board and present same to Board for approval.
- C. Forward approved open session minutes to the Executive Director's office to be archived and placed upon the School's Web site.
- D. Prepare closed session minutes and other materials for presentation to the Board of Directors in advance of each meeting of the Board.
- E. Ensure that closed session minutes and recordings are handled and archived in compliance with the Open Meeting Act.
- F. Assume additional responsibilities as delegated by the Board and/or the President.

**Adoption Dates:**

Revised and Adopted: September 23, 2008

Revised and Adopted: December 2014