

Board Secretary Job Description

The Board Secretary is an officer of the board whose purpose is to ensure the integrity of the board's documents.

1. The assigned result of the Secretary's job is that all board documents are timely, complete, accurate, and legal.
 - a. Policies will be current in their reflection of board decisions. Decisions upon which no subsequent decisions are to be based, such as consent agenda decisions, motions to adjourn, and staff or board member recognition need not be place in policy.
 - b. Policies will follow practical and legal applications of Policy Governance principles
 - c. Bylaw elements necessary for legal compliance and for consistency with the principles of Policy Governance will be known to the board.
 - d. Requirements for format, brevity, and accuracy of board minutes will be known to the School Director.
 - e. Corporate registration will be updated regularly, and bylaws, articles of incorporation, and the school's charter will be kept and secured.
 - f. Agendas and Records of board meetings and decisions will be posted as required by law and kept for the convenience of the board.
2. The authority of the secretary is access to and control over board documents, and the use of staff time not to exceed five hours per month.