

Lake Shastina Community Services District Policies

**Approved:
9/20/2017**

POLICY TITLE: Board Secretary
POLICY NUMBER: 1015

1015.1 The position of Secretary of the Board of Directors is required by state law. The Secretary performs duties including recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board.

1015.2 If for any reason the President and Vice-President resign or are absent or disabled, the Secretary shall perform the President's duties until the position of President is filled.

1015.3 If for any reason the President and Vice-President disqualify themselves from participating in an agenda item, the Secretary shall perform the duties of the presiding officer.

1015.4 Duties of the Secretary or Deputy Secretary

The Secretary of the Governing Board shall have the following duties:

- a) Certify or attest to actions taken by the Board when required;
- b) Sign the minutes of the Board meeting following their approval;
- c) Sign the documents as directed by the Board on behalf of the Authority, and sign all other items which require the signature of the Secretary;
- d) Perform any other duties assigned by the Board;
- e) Perform any other duties required under law.

1015.5 Responsibilities of the Secretary

It is the responsibility of the Secretary to:

- a) Respond to routine correspondence;
- b) Prepare for Board meetings, including preparing the agenda under the direction of the General Manager and providing public notice of Board meetings in accordance with state law;
- c) Attend all Board meetings and ensure minutes of the Board of Directors meetings are recorded. These recordings are for use by the Secretary only for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board. Upon adoption of these minutes the recording media shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 60 days;
- d) Ensure accurate Minutes of each Board meeting are prepared and maintained;
- e) Maintain Board records and other documents and reports as required by law;
- f) Disseminate correspondence to Board officers addressed to them; and
- g) Appoint a Deputy Secretary to oversee Board Secretary duties and responsibilities in Secretary's absence.