1.5—DUTIES OF THE SECRETARY

The duties of the Secretary of the Board shall include:

1. Being responsible to see that a full and accurate record of the proceedings of the Board are permanently kept and shall;
   a. Record in the minutes, the members present, by name, at the meeting including the time of any member's late arrival to, or early departure from, a meeting;

   b. Record the outcome of all votes taken including the time at which the vote is taken.

2. Serving as presiding officer in the absence of the President and the Vice President;

3. Being responsible for official correspondence of the Board;

4. Signing all official documents that require the signature of the Secretary of the Board of Education;

5. Calling special meetings of the Board; and

6. Performing such other duties as may be prescribed by the Board.

Legal Reference: A.C.A. § 6-13-619 (a)(1)(b)

Date Adopted: 9-9-2010
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