SECRETARY

The duties of the Secretary of the Board shall include the following:

- The Secretary shall draw and sign all orders upon the Treasurer for all money to be disbursed by the District and all warrants upon county treasury for money raised for District purposes, or apportioned to the District by the proper county official, and present the same to the President to be countersigned.

- The Secretary shall deliver to the proper county official, those reports identified in State School Statutes.

- The Secretary shall be clerk of the Board and of all District meetings. (79-456)

- The Secretary shall (1) record all proceedings of the District in a book furnished by the District to be kept for that purpose, (2) preserve copies of all reports made to the proper county officials, and (3) safely preserve and keep all books and papers belonging to his/her office.

- The Secretary shall take, or cause to be taken, the school census, in accordance with Nebraska School Statutes.

The Secretary shall:

a. Send out notice of meetings,
b. Keep a complete and accurate record of the proceedings of the School Board,
c. In the absence of the President and Vice-President, call the Board Meeting to order and conduct the election of a chairman pro tem,
d. The Secretary shall have minutes written and available for inspection within ten working days, or prior to the next convened meeting, which ever occurs earlier, except for emergency meeting minutes which shall be available at the end of the next regular business day.

Adopted: November 9, 1987