

POLICY: BBABD

CLERK OF THE BOARD

The Superintendent (or Assistant Superintendent in his or her absence) shall serve as the Clerk of the Board. The Clerk shall notify members of each meeting. In advance of each regular meeting, and so far as possible in advance of each special meeting, he or she shall furnish each member with a copy of the minutes of the previous meeting, together with an agenda for the meeting which he or she shall have prepared with the Chairman. Except as otherwise provided by the Board, he or she shall receive all communications addressed to the Board, shall present them to the Board and shall answer them. He or she shall see that all votes and policies adopted by the Board are carried out and shall act generally as its executive officer and business agent. He or she shall have such other powers and duties as the Board may from time to time determine.

ADOPTED: Dresden 26 April 1977