

Clerk

The Clerk of the Board shall have such duties as prescribed by the Board and the Superintendent. The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and keep an accurate record of the proceedings, and shall enter in said record all matters required by law, or by the Board, so to be entered. The Clerk shall have custody of the records, books, and documents of the Board. The records will be open for inspection at all reasonable times. In the absence or inability of the Clerk to attend a Board meeting, the Board will designate a person to serve as temporary Clerk for the meeting. The temporary clerk shall keep the record of the proceedings of the Board and certify the same to the Clerk.

The Clerk will make the preparations legally required for the notice and conduct of all District elections.

Legal reference: I.C. § 33-506 Organization and government of board of trustees
 I.C. § 33-508 Duties of clerk

Policy History:

Adopted on: August 10, 2009

Revised on: March 12, 2012