

BB 9123 SECRETARY/TREASURER

The Secretary/Treasurer to the Board, shall have the following duties:

1. Ensure that accurate minutes of board meetings are prepared and maintained.
2. Serve as presiding officer in the absence of the president and vice-president.
3. Other duties as assigned by the Board.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3530 - Risk Management)

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9324 - Board Minutes)

Legal Reference:

ALASKA STATUTES

[14.08.091](#) *Administration*

[14.14.070](#) *Organization of school board*

Added 12/96

Reviewed 3/2016

Reviewed 8/2020

Craig City School District