



Book	Policy Manual
Section	0000 Bylaws
Title	SECRETARY
Code	po0171.3
Status	Active
Adopted	December 13, 1993

**0171.3 - SECRETARY**

The Secretary of the Board shall:

- A. act as clerk at meetings of the Board;
- B. record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;
- C. be the chief election officer of the District with authority to delegate election duties to a member of the administrative staff;
- D. direct the preparation of the annual report of the District and other reports required by the State Board;
- E. draw and sign orders upon the District Treasurer for money to be disbursed by the School District. Each order shall be properly numbered and dated, shall specify the sources of the funds called for, the purpose for which, and the fund upon which the order is drawn;
- F. perform other duties required by law or by the Board of Education.

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Legal	M.C.L. 380.123, 380.242
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