

## **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*  
*Reviewed 2/2023*