

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