

## **Board Secretary**

The Board Secretary shall be appointed by the Board from outside its membership. To finalize the appointment, the Board Secretary will take the oath of office during the meeting at which the individual is appointed or no later than 10 days thereafter and shall hold office until his/her successor is appointed and qualified.

It is the responsibility of the Board Secretary, as custodian of District records, to preserve and maintain the records and documents pertaining to the business of the Board; to keep complete minutes of special and regular Board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after Board approval; and collect data on truant students. The Board Secretary will also be responsible for filing the required reports with the Iowa Department of Education.

The Board shall appoint a temporary Board Secretary, in the absence of the regular appointed officer. However, if the Board Secretary is unable to fulfill the responsibilities set out by the Board and the law, the Board Treasurer will assume those duties until the Board Secretary is able to resume the responsibility or a new Board Secretary is appointed.

Legal Reference: Iowa Code §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-4, .6-8, .10-11; 299.10  
281 I.A.C. 12.3(1)

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