

SECRETARY

Board Secretary

The superintendent as board secretary shall be responsible for:

- A. Maintaining an accurate and complete record of all board proceedings;
- B. Taking charge of the board's books and documents;
- C. Drawing and signing all warrants authorized by the board;
- D. Sending out notices of meetings and other relevant communications to board members and the public;
- E. Preparing agendas and supplementary documents as authorized by the board;
- F. Submitting required reports to the educational service district and to state and national agencies;
- G. Authorizing the investment of district surplus funds by the county treasurer; and
- H. Carrying out other duties as directed by the board and required by law.

Recording Secretary

Under the direction of the secretary, the recording secretary shall keep complete and accurate records of all regular and special meetings of the board. These records shall be maintained at the school district office for use by any citizen. The recording secretary shall perform such other duties as directed by the secretary to the board.

Legal Reference: RCW 28A.400.030 Superintendent's duties