

INTERNAL ORGANIZATION: OFFICERS: DUTIES: SECRETARY

The secretary shall perform all duties usually pertaining to the office, and such as are imposed by law, or by action of the Board of Education. If a member, the secretary may vote on all questions coming before the Board.

The secretary's major duties shall include the following:

1. Notice of Meetings

The secretary shall notify members of regular and special meetings.

2. Records

The secretary shall keep true and correct records of all transactions of the Board of Education in regular and special meetings. The records shall be kept in well-bound books with numbered pages, convenient for reference, and an index of same. He/she shall furnish each member of the Board and the superintendent with a copy of the minutes not later than at the time of the next regular meeting.

3. Elections

The secretary shall give notice of all elections in the District in accordance with the *Illinois School Code*.

The secretary shall publish a notice regarding the filing of nominating petitions and shall receive same in accordance with the *Illinois School Code*.

4. Notices and Reports

The secretary shall prepare and publish public notices, prepare reports, and sign documents as required by law or by regulations or governmental agencies.

5. Other

The secretary shall perform such other duties as imposed by law or by action of the Board of Education.