

BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF SECRETARY

BCAD
(LOCAL)

~~The secretary of the Board shall:~~

- ~~1. Ensure notification of members of the Board of all regular, special, and adjourned meetings.~~
- ~~2. Arrange for recording of minutes of Board meetings and transmit a copy of the minutes of the previous meeting to each Board member before each ensuing meeting.~~
- ~~3. Sign all corrected Board minutes.~~
- ~~4. Sign all vouchers and other legal documents as the representative of the Board.~~

~~The assistant secretary shall:~~

- ~~1. Perform the duties of the secretary in case of absence or disability of the secretary.~~
- ~~2. Assist the secretary when needed.~~