

[Return to Sections 20-29 Table of Content](#)
[Return to Main Menu](#)

20-002-4 2/24/82
07-31-16

BOARD SECRETARY DUTIES (POLICY)

The secretary shall certify all of the board meetings minutes of the Board of Trustees. The Secretary shall, in general perform all the duties incident to the office of the Secretary and such other duties as may from, time to time, be assigned to him by the Board of Trustees or the President.

REFERENCE: OLC By-Laws, Article III, Paragraph 10