

Category: Board  
Policy Number: 106  
Title: Duties of the Secretary

Guidelines and Procedures:

1. Records minutes of Board meetings and provides copies to Trustees.
2. Maintains a file of original minutes and copies of reports, correspondence, etc., at the library.
3. Acts as Chair if both the Chairperson and Vice Chair are absent.
4. Brings required materials (Board manuals, minutes, and reports) to meetings.
5. Assists the Chair in developing the agenda.
6. May hold signing authority on Board bank accounts.

Reviewed May 14, 2022

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