

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

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

Policy Statement:

Duties of the secretary should be clearly delineated.

Guidelines and Procedures:

1. Records minutes of the Board meetings.
2. Maintains a file of original minutes, reports, policies, bylaws, etc.
3. Notifies the Board members of the time and location of meetings and ensures that members receive agenda packages.
4. Handles correspondence as directed by the Board.
5. Assists chair in developing agenda.
6. May hold signing authority on Board bank accounts.

Policy #106
Duties of the Secretary

Date Approved: November 14, 2012

Date to Review: March 18, 2023