Mission: To ignite the passion within all students to reach their greatest potential through a nurturing and innovative learning environment. Vision: All students experience positive education, career, and life outcomes.

Job Description

SECRETARY OF THE BOARD OF TRUSTEES

Department:	Board of Trustees
Reports To:	Chair of the Board
Provides Direction To:	Governance Committee and Audit Commitee
Status:	
Date Updated:	July 28, 2020

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

A. Administration

- The Secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the Board may direct, a book of minutes of all meetings of the Board and Board Committees, noting the time and place of the meeting, whether it was regular or special (and if special, how authorized), the notice given, the names of those present, and the proceedings

- Keep or cause to be kept a copy of the corporation's Articles of Incorporation and Bylaws, with amendments

- Give or cause to be given notice of the Board and Committee meetings as required by the Bylaws

- Have such other powers and perform such other duties as the Board may prescribe